



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 25-00082

TITLE: Analyst Trainee

ISSUE DATE: 4/16/2025

TITLE CODE: 55301

CLOSING DATE: 5/7/2025

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT: Program Management Office (PMO)

RANGE: P95

SALARY: \$54,351.06

POSITION: 1

WORK WEEK: 40 hours

DESCRIPTION

STUDENTS ANTICIPATING GRADUATION IN MAY 2025 ARE ENCOURAGED TO APPLY

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Analyst Trainee** within the Division of Capital Program Management, Program Management Office (PMO). Analyst Trainees are assigned a 40 - hour work week. Current starting salary is \$54,351.06 and after six months is \$56,828.70.

The Department of Transportation (DOT) currently offers a telework pilot program, and this position may qualify for up to 2 days of remote work at your primary residence outside of your assigned DOT work location. This program does not supersede the "New Jersey First Act", which requires newly hired NJDOT employees to establish, and then maintain, principal residence in the State of New Jersey.

New hires will not be eligible for the telework pilot program until they successfully complete their 4 - month working test period.

The Program Management Office (PMO) provides support to the project management teams within the Division of Project Management who deliver all assigned capital projects. These projects are delivered on schedule, within budget, and are of a high quality from concept development through the completion of construction. Support by the PMO is provided through conducting project cost estimations, budget change management, schedule management expertise, process development, federal and other interagency coordination, and project management principles and information system - based training.

The Program Management Office (PMO) is comprised of two units, each one having their own separate functions, but working with each other at times for the benefit of the Division of Project Management (DPM), Capital Program Management (CPM), and the NJDOT at large. The Units are the Center for Improvement (CFI) and Budget, Estimation, and Schedule. This position will be in the Budget, Estimation, and Schedule unit.

Under the direction of the unit supervisor, the trainee will include (but not limited to):

- Learning to gather information regarding project estimation and project budgeting.
- Supporting work groups in reviewing estimates for projects.
- Learning how to prepare various standard and ad hoc reports for business units.
- Understanding other data gathering and reporting tools of the department.
- Learning how to analyze statistical data and trends over time.
- Maintaining records and files on multiple platforms.
- Learning policies and procedures necessary to assist with delivering support to the Capital Program.
- Learning how to review regulatory information in relation to project budgeting, estimation, and schedule.
- Learning various functions related to schedule management and Primavera

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience relevant to the position.

OR

Possession of a bachelor's degree from an accredited college or university.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

License: Appointee will be required to possess a driver's license valid in New Jersey.

Preferred Qualities/Experience

A bachelor's degree or advanced degree in management, administration, business, or other areas related to the position would be preferred. Proficiency in Microsoft Office Suite and databases. Experience with utilizing Oracle Primavera P6 is preferred. Strong written and oral communication skills.

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/55301.htm>

BENEFITS PACKAGE

As a NJ State Department, NJDOT offers a comprehensive benefits package including:

- Health Care (medical, prescription drug, dental & vision care)
- Pension
- Deferred Compensation
- 13 paid holidays
- Benefit Leave (12 vacation days, 15 sick days and 3 administrative days)
- Training & Tuition Aid Opportunities

TO APPLY

You must apply through the NJDOT website at: <https://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application instructions can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation

IMPORTANT NOTES

Proof of Degree: You must provide transcript or evaluation of your UNDERGRADUATE degree.

Foreign Degree Evaluation: If you obtained your undergraduate degree outside of the US, you MUST provide a Foreign Degree Evaluation from a USA recognized evaluation service agency that includes a course - by - course evaluation in order to be deemed eligible. Failure to provide evaluation will result in your application being disqualified.

Incomplete Packets: Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT program, F1 or H1B work authorization visas.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (L.2011, Chapter 70), also known as the "New Jersey First Act."

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot - hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

SAME APPLICANTS: If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC 609 - 292 - 4144, option 3.

New Jersey Is An Equal Opportunity Employer