

# Notice of Vacancy

**Reference Number:** DOE-058-24

**Title:** Analyst Trainee (Two positions)

**Range/Title Code:** P95/55300

**Salary:** \$49,738.97 - \$51,987.70

**Position Number:** 094775, 069810

**Issue Date:** October 16, 2024

**Closing Date:** October 30, 2024

**Core Hours of Operation:** 7:30 a.m. – 5:30 p.m.

**Location:** Trenton, New Jersey

**Division:** Division of Field Support and Services, Office of Recruitment, Preparation, and Certification

## Description

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Under the direction of a supervisor in the Office of Recruitment, Preparation, and Certification, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; and performs other related work as required.

This role requires close attention to detail through the examination of transcripts and other credentials to determine eligibility for educator certification.

## Requirements

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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.

Note: Experience must be related to the journeyman title associated with 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.

Advancement: Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the following title under Civil Service Commission procedures: Examiner 1 Credentials. The inability of an employee in this trainee title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

## **Preferred Education/Experience**

Experience in customer service; experience researching information online.

## **Open to the Following**

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In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website [info.csc.state.nj.us/jobspec/55300.htm](http://info.csc.state.nj.us/jobspec/55300.htm).

Interested candidates may apply via: <https://www.nj.gov/education/careers/>.

## **Authorization to Work**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs

Enforcement regulations. Note: The State of New Jersey does not provide sponsorships for work visas.

## **SAME Applicants**

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If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program, visit their website at: [nj.gov/csc/same/overview/index.shtml](https://nj.gov/csc/same/overview/index.shtml), email: [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov), or call the Civil Service Commission at (609)-292-4144, option 3.

## **EOE/AA Statement**

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The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.