



New Jersey Department of Environmental Protection Notice of Vacancy - REPOST

Title: Analyst Trainee (Hourly)

Posting Number: CIER-2022-2H

Workweek: 20-25 hours per week

Salary: \$22.00 an hour

Opening Date: January 17, 2023

Closing Date: January 31, 2023

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Community Investment & Economic Revitalization
401 East State Street, 4th Floor
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the direction of a supervisor in a State department or agency, 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; does other related work.

Specific to the Position: The appointee will assist in facilitating, coordinating and unifying DEP financial decisions to support the Department's priorities, and will be part of a team that analyzes environmental policies and department grants, loans and other resources to develop the mechanisms and criteria to ensure consistency with DEP priorities. As a member of a small team, this is both a coordination and strategy role, allowing the appointee to develop a sustained working knowledge of DEP programs and imperatives to enable timely and relevant communication. Additionally, the appointee will compile Department tools and strategies that proactively identify areas in need of assistance and types of assistance needed, as well as develop or identify government funding tools and guidance for entities supporting environmental improvement. GIS aptitude and curiosity to explore and use computer applications to further the unification of financial resources is a plus.

Preferred Skill Set: Strong organization, coordination, facilitation, and consensus-building skills; strong writing and communication skills; and the ability to analyze and translate information into equitable impact.

Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.

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".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

Note: All State employees who are vaccinated for COVID-19 are required to submit proof of vaccination. Instructions will be provided if a firm offer of employment results from this NOV.

Applicants who previously filed for this NOV need not reapply, since already submitted resumes will be taken into consideration for this position.

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:

Abbie Tang-Smith
Community Investment and Economic Revitalization

E-mail Address: CIER.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Please indicate how you heard about the position in the body of the email.

Posting Authorized By:

Phiroza Stoneback, Manager
Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.