



Philip D. Murphy
Governor

Sheila Y. Oliver
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
DIVISION OF ADMINISTRATIVE AND EMPLOYEE SERVICES
Office of Human Resources
P.O. Box 323
Trenton, New Jersey 08625-0323

Allison Chris Myers
Acting Chair/Chief Executive Officer

JOB OPPORTUNITY

Posting Issued: March 1, 2023

Closing Date: March 24, 2023

Title: Investigator Trainee

Vacancies: 1

Location: Civil Service Commission
Division of Equal Employment Opportunity/
Affirmative Action
44 S. Clinton Avenue
Trenton, NJ 08625

Salary: \$48,531.07 - \$50,737.29
six-month increase (non-negotiable)

Open to: Residents of New Jersey

DESCRIPTION OF POSITION:

The Civil Service Commission, Division of EEO/AA is seeking an experienced investigator who will receive and conduct investigations as an impartial and neutral fact finder into all types of discrimination and harassment complaints from various State Departments, Agencies, Authorities, and Commissions in accordance with State and Federal anti-discrimination laws as well as the New Jersey State Policy Prohibiting Discrimination in the Workplace.

This position is in the Division of EEO/AA, and the duties will include, but not be limited to:

- Reviewing and determining nature and basis of complaint and drafting appropriate correspondence, if necessary;
- Where appropriate, investigating allegations of discrimination that implicate the State Policy Prohibiting Discrimination in the Workplace from State employees and other State departments and agencies;
- Conducting interviews, gathering and analyzing pertinent documentation, and preparing detailed reports and other correspondence outlining findings;
- Providing technical assistance and information to agencies, managers, and employees regarding all aspects of Equal Employment Opportunity and Affirmative Action; • Keeping current on anti-discrimination laws and statutes; and
- Providing training on the State Policy and Procedures Prohibiting Discrimination in the Workplace and other areas.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

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

NOTE: Knowledge of anti-discrimination laws and strong interpersonal/communication skills would be helpful. Prior investigative experience and/or Law Degree would be preferable. Applicant should possess strong analytical and writing skills.

*SAME Applicants: 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: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833)691-0404.

**Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position, or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment.

IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST TO:

Beverly Hamilton, Manager, Human Resources, Civil Service Commission, P.O. Box 323, Trenton, New Jersey 08625 or hrrsupport@csc.nj.gov