



New Jersey Department of Environmental Protection

Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Analyst Trainee

Posting Number: COS-2023-5

Open to: General Public

Workweek: 35 (35-hour) Workweek

Salary: (P95) \$46,431.86 (Non-Negotiable)

Opening Date: 4/21/2023

Closing Date: 5/5/2023

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection

Office of the Chief of Staff
Permitting & Project Navigation
401 East State Street
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 Office of Permitting & Project Navigation (OPPN) coordinates review and responses to the Department's environmental justice policies and implementation of the Environmental Justice Regulations (N.J.A.C 7:1C); facilitates the review of renewable energy projects, oversees and supports the Department's renewable energy policy development and reviews as well as manages the review of multi-program projects, which may encompass large-scale or complex development sites. OPPN coordinates the DEP's review of offshore wind and solar development projects and manages the National Environmental Policy Act (NEPA) environmental reviews, and the state equivalent under Executive Order #215.

Responsibilities will include, but not be limited to the following:

- Assist attorneys and other staff in performing research and implementation policies related to Environmental Justice regulations, which includes Environmental Justice Impact Statement Reviews, cost analysis of State resources, modeling and data analysis of impacts related to stressor(s) within overburdened communities.
- Assist with the coordination and permitting of offshore wind and/or solar development projects, and projects that impact environmental justice areas.
- Assist with and/or conduct permit navigation project reviews, which typically involve two or more DEP programs.
- Assist with meetings between applicants, DEP programs and inter-agency partners, tracking review progress, and forming resolutions on inter-program conflicts and/or project design flaws.
- Provide administrative guidance to environmental consultants in the preparation of permit readiness checklists.

- Review and comment on work prepared by environmental consultants, including proposals, technical reports, Environmental Impact Statements or other environmental documents.
- Learn the NEPA and EO 215 process.

Preferred Skill Set: Knowledge of NEPA and EO-215 process. Knowledge of Environmental Justice laws. Experience with Microsoft products including Teams. Knowledge in reviewing Environmental Impact Statements and/or Environmental Assessments.

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 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.

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:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-EXECUTIVE.Resumes@dep.nj.gov

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

[Please tell us how you heard about this position](#)

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

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.