



New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Analyst Trainee

Posting Number: AEMS-2024-21

Open to: General Public

Work Week: NE (35-hour) Work Week

Salary: (P95) \$48,056.98 (Non-Negotiable)

Opening Date: 4/1/2024

Closing Date: 5/31/2024

Existing Vacancies: TBD

Program/Location

Department of Environmental Protection
Air, Energy, and Materials Sustainability

The majority of positions are located in Trenton, while others may be located throughout the state.

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:

Division of Air Quality and Radiation Protection

The duties for this position may include performing data entry; assisting with updates to the computer issuance database; assisting with the collection and analysis of information, processes, and/or statistical and operating reports to detect work backlogs and system problems; assisting with the gathering and development of business and user requirements; assist with deployment of computers; and securing unused computers.

Division of Climate Change Mitigation and Monitoring

Under the supervision of a DCCMM supervisor, research environmental studies, reports, funding opportunities, and regulations; analyze data, climate trends, and inventories. Review and analyze financial and cost-benefit reports, prepare summary reports, workplans, and budgets. Collect and compile data using the Department's information systems like NJEMS, MasterFile, PEGA, FACITS, and OPRA, and querying databases with tools like Web Intelligence, Access, and Excel. Create visual interpretations of data through charts, graphs, and infographics for social media posts, reports, websites, and other publications. Provide support to DCCMM Chiefs, Assistant Directors, and the Director, along with other related duties as assigned.

Division of Sustainable Waste Management

This position may review and evaluate operating reports and financial statements, analyze landfill financial plans, conduct research to prepare recommendations relating to proposed landfill escrow fund withdrawal requests, participate in landfill financial planning meetings and discussions with engineers and assist in financial plans escrow planning projections to improve landfill closure plans, update landfill escrow withdrawal requests, and assist in managing OPRA requests pursuant to existing law and policies.

Division of Waste & UST Compliance and Enforcement

Review projects, identify information and research methods to complete project. Review, interpret and evaluate data. Collect and compile data required to complete analytic studies. Plan, develop, implement, and/or maintain new and/or enhanced information processing systems. Provide system support. Prepare charts, graphs, and other pictorial materials. Assist in preparation of reports. Learn to utilize various types of electronic and/or manual recording and information systems used by agency/office.

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.

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: Appointees 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://www.nj.gov/military/veterans/services/civil-service-preference/>

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-AEMS.Resumes@dep.nj.gov

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

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 (609) 292-4144 and select Option #3.

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.