



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE
OFFICE OF HUMAN RESOURCES

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Governor

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Commissioner

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Lt. Governor

NOTICE OF VACANCY

STATE-WIDE –PUBLIC

POSTING NO.:	BIA-2023-041	OPENING DATE:	May 16, 2023
TITLE:	Analyst Trainee	CLOSING DATE:	June 06, 2023
DIVISION:	Fiscal - Procurement	SALARY:	\$46,431.86-\$48,531.07
UNIT:	Administration – Fiscal Office	RANGE:	P 95
LOCATION:	Trenton, NJ		
OPEN TO:	Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions.		

DEFINITION

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; and assist with analysis of procurement transactions, proposals, goods, commodities or services, in order to ensure efficient and effective procurement; does other related work.

REQUIREMENTS

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

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 the essential duties of the position.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the title of Administrative Analyst 1 under Civil Service Commission procedures.

Interested applicants should submit a letter of interest, resume and three (3) professional references of your current or former supervisors or managers - please only provide references for those to whom you have reported in the workplace and those who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All documents should be submitted in format by June 06, 2023 to: human.resources@dobi.nj.gov. Please include posting # BIA-2023-041 in the subject line of the email.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission website at: <http://www.state.nj.us/csc/seekers/about/steps/step2.html>.

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The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the Department's ADA Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337. Determinations on requests for reasonable accommodations will be made on a case-by-case basis