



# New Jersey Department of Environmental Protection Notice of Vacancy - REPOST

Filling of this position is contingent upon further approval process

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**Title:** Analyst Trainee

**Posting Number:** CSRRP-2023-15

**Open to:** General Public

**Workweek:** 35 (35-hour) Workweek

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

**Opening Date:** 3/6/2023

**Closing Date:** 3/20/2023

**Existing Vacancies:** One (1)

**Program/Location:** Department of Environmental Protection  
Contaminated Site Remediation & Redevelopment Program  
Enforcement, Technical & Financial Support  
Bureau of Fiscal Support and Contract Administration  
401 East State Street, 6th 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 review assigned projects and learn to identify the information, tools, and research methods required for project completion; review, interpret, and evaluate procurement, financial, and other data; collect and compile data and other information required to complete analytic studies; review and evaluate the efficiency and effectiveness of existing information processing systems; conduct operational audits, workflow, and other assessments; interpret laws, rules, regulations, standards, policies, and procedures and apply them to specific situations; examine documents for authenticity, validity, and accuracy; and assist in the review and evaluation of fiscal and/or administrative practices, organizational structure, or operating systems and provide recommendations for changes and improvements.

## 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/>

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**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: [SRWMP.Resumes@dep.nj.gov](mailto:SRWMP.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](mailto: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.**