



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 24-00240

TITLE: Human Resource Trainee

ISSUE DATE: 7/5/2024

TITLE CODE: 63250/55300

CLOSING DATE: 7/26/2024

DIVISION: Human Resources

LOCATION: Ewing

UNIT: Human Resources

RANGE: Y95

SALARY: \$51,987.70-\$54,351.06

POSITION: 2

The New Jersey Department of Transportation (NJDOT) is seeking Human Resource Professionals.

Positions are available in two areas of Human Resources!

The Recruitment Unit is fast - paced and exciting! Joining this unit exposes you to the good news portion of Human Resources. In a typical year NJDOT Recruitment Unit will post 100 vacancy announcements, process upwards of 4,000 incoming applications, provide job offers and onboard 300 - 400 new hires and attend multiple Career Fairs region wide. The ideal candidate shall be able to work as part of a team and be able to effectively build relationships across all levels including candidates, management, colleagues, employees and outside clients (35 - hour work week)

The HR Generalist is a pivotal role in all aspects of the human resources department. You will have the opportunity to be part of a team that creates new initiatives that contribute to the overall success of the NJDOT including attracting, developing, and retaining top talent with the ability to visit NJDOT sites throughout the state. This role serves as a trusted advisor to both employees and management, providing guidance on a wide range of HR matters such as Recruitment and Staffing, Employee Relations, Benefits, Payroll, and more. (40 - hour work week)

Salary is determined by the unit and position assigned.

PREFERED QUALITITES

- Professional experience in a personnel program of a public or private agency
- Interest in delivering presentations/public speaking
- Interest in talent acquisition through social media
- Knowledge/experience with recruiting, training programs and onboarding
- Ability to interact effectively across diverse groups/cultures
- Ability to maintain confidentiality/discretion in all workplace and HR matters
- Ability to effectively perform difficult technical work in a fast - paced environment
- Adapt quickly to changing circumstances
- Organized, able to multi - task, and self - prioritize
- Ability to recall information and apply to like situations
- Understand, remember, and carry out oral and written instruction
- Provide friendly and accurate customer service

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.

For more information regarding this position, please refer to:

<http://info.csc.state.nj.us/jobspec/63250.htm>

OR <https://info.csc.state.nj.us/jobspec/55300.htm>

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT program, F1 or H1B work authorization visas.

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."

TO APPLY

You must apply through the NJDOT website at: <https://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- * NJ State Application for Employment (Application and instructions can be found at link above)
- * Letter of interest
- * Current resume
- * Copy of unofficial transcript OR foreign degree evaluation

IMPORTANT NOTES

Proof of Degree: You must provide transcript or evaluation of your UNDERGRADUATE degree.

Foreign Degree Evaluation: If you obtained your undergraduate degree outside of the US, you MUST provide a Foreign Degree Evaluation from a USA recognized evaluation service agency that includes a course - by - course evaluation in order to be deemed eligible. Failure to provide evaluation will result in your application being disqualified.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

The Department of Transportation (DOT) currently offers a telework pilot program, and this position may qualify for up to 2 days of remote work at your primary residence outside of your assigned DOT work location. This program does not supersede the "New Jersey First Act", which requires newly hired NJDOT employees to establish, and then maintain, principal residence in the State of New Jersey. New hires will not be eligible for the telework pilot program until they successfully complete their 4 - month working test period.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot-hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

SAME APPLICANTS: If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by 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 609 - 292 - 4144, option 3.

BENEFITS PACKAGE

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As a NJ State Department, NJDOT offers a comprehensive benefits package including:

- Health Care (medical, prescription drug, dental & vision care)
- Pension
- Deferred Compensation
- 13 paid holidays
- Benefit Leave (12 vacation days, 15 sick days and 3 administrative days)
- Training & Tuition Aid Opportunities

New Jersey Is An Equal Opportunity Employer