



**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**Public Posting**

**POSTING #:** 24-00169

**TITLE:** Program Specialist Trainee

**ISSUE DATE:** 5/3/2024

**TITLE CODE:** 64491

**CLOSING DATE:** 5/31/2024

**DIVISION:** Civil Rights & Affirmative Action

**LOCATION:** Ewing

**UNIT:** Diversity, Equity, and Inclusion Program

**RANGE:** P95

**SALARY:** \$48,056.98-\$50,229.66

**POSITION:** 2

**WORK WEEK:** 35 hours

**DESCRIPTION**

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Program Specialist Trainee** within the Civil Rights & Affirmative Action Division, Diversity, Equity, and Inclusion Program. Program Specialist Trainees are assigned a 35 - hour work week. Current starting salary is \$48,056 and after six months is \$50,229. As a NJ State Department, NJDOT offers a comprehensive benefits package including Health Care (medical, prescription drug, dental, and vision care), Pension, Deferred Compensation, 13 paid holidays, and Benefit Leave (12 vacation days, 15 sick days, and 3 administrative days).

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.

The Division of Civil Rights and Affirmative Action serves the employees and clients of the New Jersey Department of Transportation (NJDOT) and is responsible for overseeing and ensuring that all NJDOT programs, activities and services are provided in a nondiscriminatory manner and in accordance with State and Federal anti - discrimination mandates.

This position will be assigned to our newly created Diversity, Equity and Inclusion Program and will be largely responsible for providing the necessary support to effectively develop, implement and manage departmentwide initiatives and activities that promote and ensure diversity, equity, inclusion, belonging and accessibility. This position may also be responsible for providing support for the division's employee advocacy, Internal Equal Employment Opportunity (EEO) program and reviews of department programs, activities, and services to ensure diversity, equity and nondiscrimination.

## 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.

**NOTE:** Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved titles connected to this trainee title. Experience must be related to the journeyman title associated with 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.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey.

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/64491.htm>

### **Preferred Qualities/Experience:**

- Analytical and problem - solving skills
- Strong (verbal and written) communication and interpersonal skills
- Some knowledge of employment laws and DE&I practices
- Ability to handle sensitive and confidential employment matters
- Ability to acquire the skills to build relationships and rapport with internal and external stakeholders
- Some experience working with diverse, multicultural and multiethnic groups
- Experience using Microsoft Office Suite (particularly Word, Outlook, Excel and PowerPoint)

## REQUIREMENTS (cont.)

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 instructions can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation

**NOTE: Applicants are required to provide a writing sample along with their application material.**

Writing sample should be focused on the importance of Diversity and Equity in government and/or public employment. No more than two pages, double - spaced.

## **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.

**Incomplete Packets:** Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

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

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](mailto:SAME@csc.nj.gov) , or call CSC 609 - 292 - 4144, option 3.

**New Jersey Is An Equal Opportunity Employer**