



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Temporary Employee Services

POSTING #: 25-00003

TITLE: Temporary Employee Services (TES)

ISSUE DATE: 1/3/2025

TITLE CODE:

CLOSING DATE: 1/24/2025

DIVISION: Division of Civil Rights/Affirmative Action

LOCATION: Ewing

UNIT: Disadvantaged Business Enterprise Program Unit

SALARY: \$40-\$45 per hour

WORK WEEK: 20 +/-

The New Jersey Department of Transportation plans, designs, builds, and maintains New Jersey's transportation network.

The Division of Civil Rights/Affirmative Action (DCR) oversees and ensures equal employment opportunity; promotes workforce diversity and inclusion; reviews department programs and activities to reasonably ensure they are free from discrimination; confirms that our contractors actively comply with their civil rights contract provisions; and that small and disadvantaged contractors have an equal opportunity to compete for and participate in NJDOT contracting opportunities.

POSITION DESCRIPTION

TES staff will be responsible for providing services that support the execution of DCR external programs. Examples of responsibilities for this opportunity include assisting staff who complete audits and evaluations of businesses seeking certification as disadvantaged under the Federal Disadvantaged Business Enterprise (DBE) Program. Supporting the external program units in developing and implementing outreach surveys and workshops; developing/updating guidance documents, policies and procedures; conducting disparity analyses; developing utilization reports; and maintaining files, databases, and other records.

Preferred Qualities/Experience:

Strong verbal and written communication skills; experience engaging with contactors, businesses and diverse, multicultural and/or multiethnic communities; able to exercise independent judgement and reasonable decision making; some knowledge of auditing principles and investigative techniques; ability to interpret and apply policies, regulations, and guidelines; and some familiarity with nondiscrimination and equal employment opportunity. Must be proficient in Microsoft Office Suite (Excel, Word, Teams, PowerPoint and Outlook). Strong ability to compile, organize, and analyze data.

Requirements:

Education: Graduation from an accredited college or university with a bachelor's degree.

Experience: Two years of experience involving the interpretation of regulations and/or implementation of services such as management, planning, training, organization or financial assistance to new or expanding businesses. Knowledge of auditing practices and statistical analysis a strong plus.

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.

TO APPLY

Submit your application 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

IMPORTANT NOTES

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 NJDOT employees are not eligible for this opportunity.

Please note that this position is an hourly role and does not offer a benefits package.

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.

New Jersey Is An Equal Opportunity Employer