



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Temporary Employee Services**

POSTING #: 22-00399

TITLE: Temporary Employee Services (TES)- Analyst

ISSUE DATE: 12/23/2022

TITLE CODE:

CLOSING DATE: 1/31/2023

DIVISION: Internal Investigations Unit

LOCATION: Ewing

UNIT: Office of the Inspector General

SALARY: \$22 per hour

POSITION: 1

The New Jersey Department of Transportation (NJDOT) is seeking currently enrolled college students who are interested in hourly employment opportunities this upcoming summer.

As the State's Department of Transportation, the NJDOT plans, designs, builds, and maintains New Jersey's transportation network. The Department is now offering hourly positions that will allow students to work on an hourly basis in the summer of 2023 (between May and August). Hours of work will be determined by the hiring unit, but will not exceed 40 hours per week. It should be noted that the position does not offer a benefits package.

NJDOT Division/Unit Description:

The NJDOT Office of the Inspector General encompasses the following units: Internal Investigations Unit; Office of Internal Audit, Ethics and Special Projects Unit and Records/Tort/Open Public Records Act Unit. Selected candidate will work primarily with the Ethics Liaison Officer on Ethics matters and select Special Projects. Opportunities may also arise to work for Ethics, Records, Internal Investigations & Internal Audit Units.

The NJDOT IG is the Department's chief compliance officer. Within that office, the Records/Tort/OPRA Unit coordinates responses to OPRA requests and ensures appropriate retention, archiving and destruction of NJDOT records, litigation holds and processing subpoenas and summons. Ethics/Special Projects Unit targets Departmental compliance with ethics laws and regulations. The Office of the Inspector General Internal Investigations Unit investigates claims of waste, fraud and abuse of NJDOT employees and assets. The Office of Internal Audit ensures the Department's network of risk management, control, and governance processes is functioning properly.

Position Description:

Successful candidates will report directly to the Chief of Investigations.

- Attention to detail and ability to read, digest, and retain regulations is required.
- Update, amend or redraft existing policies to ensure compliance with law
- Apply existing regulations to specific ethics and records fact patterns arising in the course of business
- Support initiatives to amend regulations of impact to the Department
- Supervisor shall review and provide critique for work produced
- May shadow supervisor during completion of daily tasks which may include conference calls, meetings, and training seminars.

Learning Objectives/Marketable Skills:

Candidate will research issues touching employment law, ethics law, administrative law, and criminal law generating concise memoranda to inform actions and policy in this active State Department. Candidate may draft Departmental policies which adhere to law. One - on - one feedback and revision will come from the Chief of Investigations and Ethics Liaison Officer.

Preferred Skills:

Skills in general computer usage, such as Microsoft Word and Excel are required with knowledge in use of office equipment such as copier and scanners are required. Strong writing and analytical skills are required. Experience with interpretation of laws and regulations is desired. Candidate must understand the importance of operating in a confidential investigative environment. Completion of one lay year or more is required.

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

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
- Letter of recommendation from a previous employer or college professor

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.

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.

New Jersey Is An Equal Opportunity Employer