



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 24-00254

TITLE: Planner Trainee

ISSUE DATE: 7/24/2024

TITLE CODE: 16470

CLOSING DATE: 8/21/2024

DIVISION: Division of Community Development

LOCATION: Ewing

UNIT: Bureau of Project Development

RANGE: P95

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

WORK WEEK: NE

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of Planner Trainee for the Bureau of Project Development under the Division of Community Development within the New Jersey Department of Transportation. The Division of Community Development is establishing a new bureau, the Bureau of Project Development. The new bureau's responsibilities include overseeing the development and advancement of all state and federally funded Concept Development studies and preparing Traffic Design Data and Pavement Design Data (TDD/PDD).

We are seeking talented and enthusiastic Planners to join our team as Transportation Planners in our new dynamic bureau focused on shaping the future of transportation planning and project development with a commitment to equity. As a member of our team, you will have a direct impact on the development and implementation of strategies that help to promote equity and inclusivity to help meet the transportation needs for all.

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.

Responsibilities:

- Collaborate with team members to develop and implement innovative transportation planning strategies
- Utilize GIS software for spatial analysis and visualization to support informed decision - making
- Communicate effectively with stakeholders through excellent verbal, written and public speaking skills
- Contribute to the development of technology - driven solutions to enhance workflows and operational efficiency
- Stay informed about industry trends and best practices in transportation planning
- Demonstrate problem - solving capabilities and willingness to explore and adopt new processes, procedures and workflows
- Engage in process improvements initiatives to address inefficiencies and propose solutions to optimize workflows

PREFERED QUALITITES

- Bachelor's degree in Urban Planning, Geography, Transportation Engineering or a related field
- Experience with GIS software and data analysis
- Strong verbal, written, and public speaking communication skills
- Proven ability to work effectively in a team environment
- Forward - thinking mindset with a keen interest in leveraging technology to improve efficiency and workflows
- Problem solving experience and adaptability to new processes and procedures.

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 journeyman 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 including or supplemented by twenty - one (21) semester hour credits in professional planning subjects such as the principles of land use planning, history of city planning, planning project design, and planning law and administration. OR

A valid license as a Professional Planner issued by the New Jersey State Board of Professional Planners. OR

Possession of a current and valid credential as a Certified Planner issued by the American Institute of Certified Planners (AICP).

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:Appointees 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 the essential duties of the position.

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/16470.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.nj.gov/transportation/careers/indexhr.shtml>

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.

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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