



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 131 - P	ISSUE DATE: October 5, 2023	CLOSING DATE: November 30, 2023
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TITLE: Analyst Trainee	OPEN TO: General Public
DIVISION: Department Wide	TITLE CODE: 55300 RANGE: P95
UNIT: Various	WORKWEEK: 35 Hours
LOCATION: Hamilton, NJ, Trenton, NJ & Newark, NJ	SALARY RANGE: \$ 46,431.86 - \$ 48,531.07

JOB DESCRIPTION

Under the direction of a supervisor in a local department, or agency as a trainee and productive worker, Analyst Trainees receives on the job training in analytic practices/procedures and their application; completes assignments which will provide practical analyst experience, does other related work including but not limited to utilizing various types of electronic and/or manual recording and information systems used by the agency, office, or related units. A Civil Service examination is not required for this advancement.

Standard workweek is Monday through Friday. Position offers a comprehensive benefits package including medical, prescription and prescription drug coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays. These positions may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process.

Positions are available within the offices listed below. A preference form must be completed and included with your submission in order to be considered. Interviews will be granted based on resume.

- ✚ Office of Administrative Law
- ✚ Division of Property Management & Construction
- ✚ New Jersey Secure Choice Savings Program
- ✚ Division of Revenue and Enterprise Services
- ✚ Division of Purchase & Property

POSITION REQUIREMENTS

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

Note: Appointee will be required to possess a driver's license in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.

Advancement Appointees who successfully complete the 12 month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Fiscal Analyst; Operations Analyst; Procedures Analyst; Administrative Analyst 1; Examiner 1, Credentials; Property Management Services Specialist 1, Research Analyst 1, Report Examiner, Procurement Specialist 3 or Administrative Analyst 1, Information Systems. For more information, please visit: <https://info.csc.state.nj.us/jobspec/55300.htm>.



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IMPORTANT NOTES

**SAME
Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

**Veteran's
Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Foreign
Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work
Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on November 30, 2023:

- Cover letter/Letter of interest
- Resume
- Copy of transcript (unofficial copy reflecting credits in the required courses)
- Preference Form (must be completed in its entirety. Changes will not be accepted after submission)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the **"2023 131-P Analyst Trainee"** in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer



NEW JERSEY DEPARTMENT OF THE TREASURY

Posting # 2023-131-P Preference Form

ANALYST TRAINEE DEPARTMENT WIDE

LAST NAME: _____ FIRST NAME: _____

E-MAIL: _____ PHONE #: _____

Have you established NJ Veterans Preference through the NJ Civil Service Commission?

☐

YES – Proof must be included with the submission

☐

NO

Are you applying under the New Jersey “SAME Program”?

☐

YES – Proof must be included with the submission

☐

NO

Are you currently pursuing a Bachelor’s degree and expect your degree to be awarded this upcoming Winter? If so, please specify below:

☐

YES, I am scheduled to
graduate in December

☐

NO

Instructions: Opportunities are available within the offices/divisions listed on the following pages. Please review each office description and confirm your interest by selecting “interested” or “not interested” for each office. Consideration will not be given if a preference form is not submitted with your response. Changes will not be accepted once submitted.



NEW JERSEY DEPARTMENT OF THE TREASURY

Posting # 2023-131-P Analyst Trainee Preference Form

<input type="radio"/>	<input type="radio"/>	OFFICE OF ADMINISTRATIVE LAW – LEGAL RESEARCH & WRITING UNIT
INTERESTED	NOT INTERESTED	<p>Under supervision, the Analyst Trainee within the Office of Administrative Law's Legal Research and Writing Unit will be responsible for reviewing drafts of initial and final decisions; other written administrative documents containing findings, conclusions, and recommendations for the OAL's corps of administrative law judges. Other duties include editing documents for organization, clarity, accuracy, and consistency, using a sophisticated understanding of syntax and narration. The ideal candidate will be able to rework and reorganize legal documents, draft language to streamline judges' writing process, ensure proper legal citations using provided style manuals, and prepare documents for submission to the Rutgers Law digital collection. This position uses LexisNexis and other electronic databases to research legal citations, including statutes, regulations, administrative decisions, and court opinions.</p>
<input type="radio"/>	<input type="radio"/>	DIVISION OF REVENUE AND ENTERPRISE SERVICES
INTERESTED	NOT INTERESTED	<p>The trainee will learn all of the various functions of the Business Certification programs, including Small Business Enterprise, Women/Minority Owned Business Enterprise, Veterans Enterprise, Disabled Veterans Enterprise, and LGBTQ+ Enterprise programs. The trainee will assist with answering written and telephone inquiries from business owners and representatives as part of their on-the-job training. The tasks will provide practical experience for the trainee to learn to review and analyze eligibility, technical compliance, and programmatic accuracy for these program's technical elements, programmatic functions and database integrity.</p>
<input type="radio"/>	<input type="radio"/>	NEW JERSEY SECURE CHOICE SAVINGS PROGRAM
INTERESTED	NOT INTERESTED	<p>The Trainee will develop and maintain a positive public image for the organization through public-facing communication. Will write, review, and/or distribute press releases and other public-facing communication. Respond to information requests from media contacts. Establish and maintain positive relationships with media outlets, consumers, government employees, and public interest groups. Arrange interviews for company's executives and management. Evaluate advertising campaigns to ensure consistency with the organizations public relations strategy. Develop and/or execute social media and content strategies to release information on the organization in a manner that will promote a positive public image. Perform other duties as assigned, and work with vendors to develop Program materials.</p>
<input type="radio"/>	<input type="radio"/>	DIVISION OF PURCHASE AND PROPERTY – OPERATIONS/NEW JERSEY START
INTERESTED	NOT INTERESTED	<p>The Analyst Trainee in Operations will handle some of our technology challenges and need to have strong analytical and technical skills to help with the NJSTART system, and be familiar with Information Systems. The successful candidate will support agency end-users and vendors. Strong communication and customer service skills are necessary.</p>
<input type="radio"/>	<input type="radio"/>	DIVISION OF PURCHASE AND PROPERTY – BUSINESS ANALYTICS
INTERESTED	NOT INTERESTED	<p>The Analyst Trainee in the Business Analytics section will learn to review financial statements from bidders being considered for award, along with providing financial/procurement analyst work as requested. This position will also be supporting the entire Procurement Bureau through the provision of economic and financial research to provide added justification that an intended award provides value to the State. This position will also be leveraged to run reports from procurement systems and analyze data (Microsoft Excel skills a plus) so that it can be utilized by the Procurement Bureau.</p>



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Posting # 2023-131-P

Analyst Trainee

Preference Form

<input type="radio"/>	<input type="radio"/>	DIVISION OF PURCHASE AND PROPERTY – PURCHASE BUREAU
INTERESTED	NOT INTERESTED	<p>As an Analyst Trainee under the direction of the Unit's Procurement Supervisor and Lead receives on-the-job training in all phases of the procurement process, including but not limited to Maintaining term contracts for the Procurement Bureau and current knowledge of industry information for assigned services and contracts. This includes scheduling, reviewing, evaluating, and awarding contracts. Compiling all documents without errors including accurate and precise content as specified in relevant operating procedures, checklists, and/or templates. Completing documents with proper formatting, spelling, and grammar checked, and free of conflicting or inaccurate information. Maintaining a professional and courteous customer service orientation by using agencies, vendors, and DPP staff. The Trainee will be responsive to client needs by responding to all client emails and phone calls; investigating client claims and resolving issues, and attending meetings with clients and vendors when practical. Checking the quality and accuracy of each Bid Solicitation document, Notice of Award, amendment, price list, etc. before and after posting to the web. Updating documents as required. Providing accurate updates and reports as required by the Lead, Supervisor, or Assistant Director by keeping workload spreadsheets up to date for each assigned contract and submitting monthly reports and Treasurer's Office approval requests as needed.</p>
<input type="radio"/>	<input type="radio"/>	DIVISION OF PURCHASE AND PROPERTY MANAGEMENT – CONTRACT COMPLIANCE & AUDIT UNIT
INTERESTED	NOT INTERESTED	<p>The Analyst Trainee will learn to assess compliance status of forms reviewed and maintains file on non-compliant submissions requiring additional information. Sends notification to submitting agency requesting supplemental material if necessary. Confirms with supervisor submissions indicating political contributions. Completed submissions are processed for electronic storage on a weekly basis if applicable. Safeguards the confidentiality of division documents and information. Ensures agency personnel understand compliance requirements when answering questions. FEIN discrepancies are verified in Revenue's database if necessary. Notifies agency of deficiencies. The trainee will also assists the Assistant Director of CCAU with various office functions and duties. Cross-trains to assist with other functions in the CCAU including waiver processing and complaints. Provides assistance, when necessary, for answering CCAU main phone line, mail disbursement, filing, mailing, setting up meetings and other general office duties. Updates the public agency and vendor information in the Oracle database system as needed.</p>
<input type="radio"/>	<input type="radio"/>	DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION – OFFICE OF CONTRACT ADMINISTRATION
INTERESTED	NOT INTERESTED	<p>The Analyst Trainee will learn to prepare, advertise and assemble newly requested construction bid packages in addition to reviewing existing construction bid packages that are federally funded to ensure compliance with federal funding requirements. The Trainee will learn to review construction specifications, drawings and bid documents and learn to evaluate construction proposals for design and construction projects. They will also learn to review and prepare contractor bid submissions, prepare internal project recommendation of award memos for Executive Management's review and approval, and working closely with contractors through various methods of communication (i.e. phone, email, etc.). This position also provides support and assistance for Contractors, Consultants, and external vendors in interpreting procurement guidelines, regulations, and documentation while also assisting with the receipt, filing, distribution and ordering of construction document for the DPMC plan room.</p>
<input type="radio"/>	<input type="radio"/>	DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION – OFFICE OF LEASE DEVELOPMENT & COMPLIANCE
INTERESTED	NOT INTERESTED	<p>The Analyst Trainee will learn to conduct building inspections and evaluate existing and proposed facilities within an assigned territory. Will learn to perform construction and project management activities involving complex construction or renovation projects, surveying buildings, updating and reviewing drawings using AutoCAD or other computer-related software. Will learn to prepare detailed layouts, cost estimates, analyses and specifications for construction or renovations to ensure compliance with standards, codes, regulations, etc. to ensure that agency needs and requests are met. Participates in developing and maintaining an inventory list of suitable existing vacant properties/space within the State's portfolio. Conducts site evaluations to locate potential leased space.</p>