



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting**

POSTING #: 23-00141

TITLE: Analyst Trainee

ISSUE DATE: 5/17/2023

TITLE CODE: 55300

CLOSING DATE: 6/7/2023

DIVISION: Division of Community and Constituent Relations

LOCATION: Ewing

UNIT: Office of Community Relations

RANGE: P95

SALARY: \$46,431.86-\$48,531.07

WORK WEEK: 35 hours

DESCRIPTION

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Analyst Trainee** within the The Office of Chief of Staff, Government & Community Relations, Communications. Analyst Trainees are assigned a 35 - hour work week. Current starting salary is \$46,431 and after six months is \$48,531.

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).

NJDOT will accept applications from students anticipating graduation in May 2023.

No offer of employment will be made without proof of degree.

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.

NJDOT's Division of Community and Constituent Relations houses the Office of Community Relations (OCR), which is responsible for ensuring the opportunity for public participation in all phases a transportation project throughout the planning, design, construction and maintenance process. Community Relation Managers are responsible for coordinating public participation in NJDOT's capital program and serve as liaison with local officials and the general public for the variety of issues, programs, and services provided by NJDOT.

The Office of Community Relations conducts Public Information Centers, Public Meetings and Public Hearings throughout the state which allow local officials and the general public to react and comment on NJDOT projects and initiatives in their respective municipalities and counties.

This position reports to the Manager, Office of Government and Community Relations. Responsibilities include the following:

- Prepares interim acknowledgment letter to all State Legislators as well as Congressional Representatives
- Serves as the unit contact person to research and responds to internal inquires related to Transportation issued based on the Remedy system.
- Responsible for distributing overdue Commissioner Report to various Assistant Commissioner offices.
- Finalize, close, and distribute department letters which have been signed by the commissioner.
- Prepare and monitor various purchase order forms, maintenance of the Commissioner essential records and permanent records.

REQUIREMENTS

Graduation from an accredited college or University with a Bachelor's degree.

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/55300.htm>

Preferred Qualities/Experience:

Experience in a team - oriented workplace environment; Proven ability to excel in a fast - paced, deadline driven environment; excellent verbal and written communication skills; strong leadership skills; experience developing and implementing communication strategies; ability to manage multiple key initiatives/projects concurrently; ability and interest in learning new technical subjects; experience in meeting facilitation and public speaking; experience facilitating public involvement in support of community development projects; proficiency in Microsoft Office including SharePoint. Transportation experience preferred.

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
- Portfolio: provide at least two (2) examples of work products that include short video and/or static graphic design

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 , or call CSC at (833) 691 - 0404.