



**JOB VACANCY POSTING**

<b>POSTING #:</b>	153-25	<b>ISSUE DATE:</b>	March 28, 2025
<b>TITLE:</b>	<b>ANALYST TRAINEE (CLASSIFIED NON-COMPETITIVE)</b>	<b>CLOSING DATE:</b>	April 11, 2025
<b>FUNCTIONAL TITLE:</b>	<b>CSOC DATA ANALYST TRAINEE</b>		
<b>LOCATION:</b>	Department of Children and Families Office of Data Management & Reporting 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	P 95
<b>DISTRIBUTION:</b>	STATE-WIDE	<b>STARTING SALARY:</b>	\$49,738.97
		<b>6 MONTH SALARY INCREASE:</b>	\$51,987.70

**SPECIAL NOTE:** After successful completion of the 12-month training period, appointees will be eligible for advancement to the journeyman title of Administrative Analyst 1, with a starting salary of \$56,828.70.

**SCOPE OF ELIGIBILITY:** Subject to current promotional and hiring restrictions.

**SPECIAL NOTE:** This position may be eligible to work remotely for up to two days in a calendar week.

**DEFINITION:** Under the direction of a supervisor in a State department or agency, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application, and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

This position is based in the Office of Data Management & Reporting at the New Jersey Department of Children and Families.

Under the direction of a supervisor in the Office of Data Management & Reporting at NJ DCF, as a trainee and productive worker, receives on-the-job training in data analysis practices and procedures, including learning MS Access and MS Azure, and supporting the data needs of the department. Completes assignments to gain practical experience in data analytics and reporting, utilizing intermediate knowledge of MS Excel; does other related work.

**RESPONSIBILITIES:**

- Learns to:
  - identify the data, tools, and research methods required for project completion
  - review, interpret, and evaluate datasets and other relevant information.
  - collect, compile, and analyze data to support analytic studies and reporting needs.
  - review and assess the efficiency and effectiveness of existing data processing systems.
  - plan, develop, implement, and maintain new and/or enhanced data processing queries in MS Access, MS Azure (including SQL queries).
  - provide technical support to data processing users and stakeholders.
  - prepare charts, graphs, and other visualizations to effectively communicate data findings.
  - conduct data audits and workflow assessments to ensure data integrity and accuracy.
  - interpret policies and procedures related to data management and apply them to projects that support the Children's System of Care.
  - review and evaluate documents to ensure compliance with State and Federal requirements.
- Assists in the preparation of data-driven reports, ensuring clarity and accuracy in findings and recommendations.
- Maintains accurate records and files related to data management and reporting projects.
- Drafts process documents for ongoing data projects within the Office.
- Will be required to learn to utilize various electronic and manual data recording and information systems used by the Office or related units.

**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.

**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.

**SPECIAL NOTE:** Candidates with a bachelor's degree from an accredited college or university, preferably with coursework in data analysis, statistics, or a related field and/or with prior data analysis experience are recommended to apply.

**KNOWLEDGE AND ABILITIES:**

- Intermediate knowledge of MS Excel & SQL and basic familiarity with data analysis methods.
- Ability to learn MS Access and MS Azure for data management and reporting purposes.
- Knowledge of methods used to collect, compile, and tabulate data.
- Basic knowledge of mathematical and statistical procedures.
- Ability to assemble data to prepare accurate and informative reports containing findings, conclusions, and recommendations.
- Ability to review, interpret, and evaluate data or other information.
- Ability to prepare charts, graphs, and other pictorial materials for data presentation.
- Ability to work cooperatively with co-workers and supervisory staff.
- Ability to maintain essential records and files related to data management and reporting.
- Ability to recognize, analyze, and provide appropriate solutions to routine data-related problems.
- Ability to utilize various types of electronic and manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.

**RESUME NOTE:** Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

**ADVANCEMENT:** Appointees who successfully complete the 12-month training period will be eligible for advancement to the title Administrative Analyst 1 in accordance with Civil Service Commission procedures. The inability of an employee in a trainee title to attain a level of performance warranting advancement shall be considered cause for separation.

**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.

**IMPORTANT NOTICE**

**PUBLIC SERVICE LOAN FORGIVENESS:** As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

**VETERANS PREFERENCE:** Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <http://www.state.nj.us/csc/seekers/veterans>.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**RE-EMPLOYMENT LISTS:** Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

**UNIT SCOPE:** Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope.

**RESIDENCY:** Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**Electronic Filing:**

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

Include the Job Posting # in the subject line of your email.

**The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.**