



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 23-00019

TITLE: Analyst Trainee

ISSUE DATE: 2/1/2023

TITLE CODE: 55301

CLOSING DATE: 2/22/2023

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT: Construction & Materials - Construction Management

RANGE: P95

SALARY: \$50,737.29-\$53,050.20

WORK WEEK: 40 hours

DESCRIPTION

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Analyst Trainee** within the Division of Capital Program Management. Analyst Trainees are assigned a 40 - hour work week. Current starting salary is \$50,737 and after six months is \$53,050. 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).

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.

The Bureau of Construction Management (BCM), within the Division of Construction and Materials, is involved during the entire Capital Program Delivery (CPD) process from Concept Development (CD) to Construction. BCM provides guidance for all CPM projects and performs constructability - risk analysis reviews in CD, Preliminary Engineering (PE) and Final Design (FD). This involves project site visits, the review of PE and FD submissions, participate at subject matter expert (SME) collaboration meetings and workshops, and the review of PE and FD scope statements. The Bureau is also responsible for reviewing, compiling, and advertising both state and federal contracts. The Bureau is also responsible for the implementation of standards for safety, monitoring compliance through inspection personnel, publishing contract manuals, record keeping of project information, and the independent review of construction projects for federal compliance.

Appointee to this position will be responsible in assisting with the following:

- Utilization of various software systems for recording daily construction and materials activities.
- Investigation, appraisal and development of solutions to problems; identify unnecessary practices, seek to improve current practices and operating procedures.
- Assist in the training of personnel on new/upgraded versions of program software, and access to appropriate hardware and software training opportunities.
- The preparation and maintenance of procedural manuals, instructional manuals and step - by - step guides, related to hardware and software.
- Organize technical analyses and perform related evaluation work to develop more effective work methods.
- The review of department programs/activities and evaluate their objectives, efficiency, effectiveness and suitability to current conditions and costs using established procedures and standards.
- The review and handling of any program issues that arise within given time frames.

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/55301.htm>

Preferred Qualities/Experience

- Strong analytical Skills
- Excellent Verbal and Written Communication Skills
- Computer Hardware and Software Experience/Knowledge/Education
- Proficiency in Microsoft Office (Access, Word, Excel, and PowerPoint)

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: <http://www.state.nj.us/transportation/about/employ/process.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

IMPORTANT NOTES

Proof of Degree: You must provide transcript or evaluation of your **UNDERGRADUATE** degree. Foreign degree evaluation must be evaluated by a USA recognized evaluation service and include your course - by - course evaluation.

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.

New Jersey Is An Equal Opportunity Employer