



New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Analyst Trainee

Posting Number: WRM-2024-22

Open to: General Public

Work Week: NE (35-hour) Work Week

Salary: (P95) \$48,056.98 (Non-Negotiable)

Opening Date: 4/1/2024

Closing Date: 5/31/2024

Existing Vacancies: TBD

Program/Location

Department of Environmental Protection
Water Resource Management

The majority of positions are located in Trenton, while others may be located throughout the state.

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: 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.

Specific to the Position: The Water Resource Management (WRM) Program offers a variety of exciting career opportunities to help protect New Jersey's waterways and shoreline; and, to enhance, protect, and restore the quality of New Jersey's drinking, surface, and ground waters.

WRM positions support implementation of the Federal and State Safe Drinking Water Acts, New Jersey Pollutant Discharge Elimination System/Surface Water Discharge permits; ensure the quality and quantity of the State's drinking water and water supply sources; ensure compliance with the Water Pollution Control Act and water allocation permits, as well as acute drinking water standards that have immediate public health effects such as the Revised Total Coliform Rule, Ground Water Rule, and Surface Water Treatment Rule; oversee licensed operator regulations; enforce State Codes as related to the Federal Insecticide, Fungicide, and Rodenticide Act and the Federal based 'Worker Protection Standard'; administer financial assistance programs for wastewater treatment facilities; administer the Treatment Works Approval, Capacity Assurance, and Sewer Ban Programs; ensure statewide ambient water quality monitoring to assess and manage New Jersey's water resources.

Analyst Trainee duties can include providing assistance with administration of the New Jersey Pollutant Discharge Elimination System (NJPDDES) fee program, including the preparation, publication, and adoption of the NJPDDES fee budget, assessments, and annual report; coordination of any associated mailings, invoices. The Analyst Trainee position may also review and approve payment requisitions and funding agreement actions for multiple New Jersey Water Bank funded projects and programs, as well as ensure compliance with program requirements to subcontract to Socially and Economically Disadvantaged firms through contract document and subcontractor utilization plan reviews; assist in organizing, preparing and developing reports or queries for data interpretation. The trainee will be required to learn to use various types of electronic information systems and troubleshoot issues that may arise.

These opportunities span WRM's four divisions: Water Supply & Geoscience, Water Quality, Water Monitoring,

Standards, & Pesticide Control, and Water Enforcement; are located primarily in the Trenton area, but also several other areas around the State of New Jersey.

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.

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.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

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 essential duties of the position.

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".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://www.nj.gov/military/veterans/services/civil-service-preference/>

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the Personal Relationship Disclosure Statement by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-WRM.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

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, please visit <https://nj.gov/csc/same/overview/index.shtml>, email SAME@csc.nj.gov, or call CSC at (609) 292-4144 and select Option #3.

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.