



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Temporary Employee Services

POSTING #: 22-00401

TITLE: Temporary Employee Services (TES)- Analyst

ISSUE DATE: 12/23/2022

TITLE CODE:

CLOSING DATE: 1/31/2023

DIVISION: Transportation Operations Systems and Support

LOCATION: Ewing

UNIT: Assistant Commissioner

SALARY: \$22 per hour

POSITION: 1

The New Jersey Department of Transportation (NJDOT) is seeking currently enrolled college students who are interested in hourly employment opportunities this upcoming summer.

As the State's Department of Transportation, the NJDOT plans, designs, builds, and maintains New Jersey's transportation network. The Department is now offering hourly positions that will allow students to work on an hourly basis in the summer of 2023 (between May and August). Hours of work will be determined by the hiring unit, but will not exceed 40 hours per week. It should be noted that the position does not offer a benefits package.

Division description/mission/goals:

The Assistant Commissioner of Transportation Operations Systems and Support (TOS&S) is responsible for the Divisions of Regional Operations, Administrative Support, Transportation Mobility, and Support Services.

Unit Description:

Regional Operations consists of Highway Operation Crews, Equipment Garages, Electrical Crews, and the Maintenance Engineering Units. Regional Operations is responsible for delivering high level results across all of Maintenance & Operations, which includes the maintenance and repair of all roadway and bridge assets, the maintenance and repair of traffic signals and electrical applications and the service and repair of regional fleet and heavy equipment.

Position Description/Responsibilities:

Research, compile, analyze, and provide suggestions for recycling programs within Operations crews. Research, compile, analyze, and provide suggestions for weather forecasting services to include other state DOT contracts and providing a matrix for similarities.

Preferred background/skill sets:

- o Ability to adapt quickly to changing circumstances and multi - task
- o Ability to learn to prepare technically sound, accurate and informative reports
- o Strong customer service, writing and software skills (Microsoft Office Suite)
- o Strong time management skills
- o Strong data collection and analytic skills
- o Knowledge of the methods used to collect, compile, and tabulate data
- o Ability to conduct reviews studies, audits, evaluations, and other assessment

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.

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
- Letter of recommendation from a previous employer or college professor

IMPORTANT NOTES

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 NJDOT employees are not eligible for this opportunity.

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.

New Jersey Is An Equal Opportunity Employer