



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 24-00261

TITLE: Analyst Trainee

ISSUE DATE: 7/26/2024

TITLE CODE: 55301

CLOSING DATE: 8/16/2024

DIVISION: Operations, Transportation Mobility

LOCATION: Ewing

UNIT: Mobility Innovation and Support

RANGE: P95

SALARY: \$54,351.06

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 Operations, Transportation Mobility - Mobility Innovation and Support. Analyst Trainees are assigned a 40 - hour work week. Current starting salary is \$54,351.06 and after six months is \$56,828.70

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 New Jersey Department of Transportation's (NJDOT) Transportation Mobility mission is to alleviate traffic congestion and travel disruptions that inconvenience motorists and make New Jersey's highways more efficient and safer for those who travel them every day. The best way to manage congestion is to control the factors causing it. Transportation Mobility does this on a daily basis by taking a systems approach to managing New Jersey's highways by researching, implementing and operating "smart solutions" to assist motorists get to their destinations quickly and safely.

The person in this position will be responsible for researching various educational and grant opportunities to further advance the initiatives within Transportation Mobility (TM). This position will play an integral role in the development of transportation pilot projects. They will also assist in the methods of outreach and promotion of the Traffic Incident Management Program.

Primary Job Functions:

- Assist in researching and evaluating alternative methods of transportation such as Mobility on Demand (MOD)/ Mobility as a Service (Maas), scooters, Transportation Network Companies (TNCs) and Unmanned Aerial Systems (UAS), otherwise known as drones.
- Participates in local, county, state and national webinars and conferences to understand current trends in innovation, mobility and transportation.
- Assist in the review of existing State roadway detour routes and coordinate approval/acceptance of routes prior to integration into web - based interactive detour route page/portal.
- Assist in developing concepts for a new webpage, describing the benefits of innovative transportation practices, including Transportation Systems Management and Operations (TSMO) by reaching out to transportation partners, evaluating other states activities, and coordination with FHWA.

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.

Preferred Qualities/Experience

- Computer skills
 - Proficient in Microsoft Word, Excel, and Power Point
- Communication skills
 - Ability to communicate well both verbally and written
 - Prepare monthly, draft and final reports and memos for different audiences
 - Review monthly, draft and final reports/memos for English composition, details, continuity, expression and conclusions.
- Ability to analyze and evaluate technical documents and numbers for reasonableness, accuracy, and content
 - Perform qualitative and quantitative assessments
- Ability to present to large audience
 - Create a PowerPoint presentations and present information to a variety of audiences
 - Know material well - enough to respond to questions
- Math / Data
 - Competent in basic math functions (add, subtract, multiply, divide, percentages) and statistics
 - Ability to work with higher math functions such as exponentials, geometry, quadratic equations
 - Identify trends and relationships
- Ability to understand technology with some instruction
- Ability to investigate and review current articles/technical papers on transportation topics being developed
 - Identify reliable resources for information to be developed into research topics
 - Identify different stages of development of a project
- Active participant in research
 - Know questions that need to be asked/answered
 - Understand the relationships between different parts of a problem
 - Identify risks in the process and develop risk mitigation strategies
 - Work cooperatively with industry, coworkers and educational staff

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/55301.htm>

BENEFITS PACKAGE

As a NJ State Department, NJDOT offers a comprehensive benefits package including:

- Health Care (medical, prescription drug, dental & vision care)
- Pension
- Deferred Compensation
- 13 paid holidays
- Benefit Leave (12 vacation days, 15 sick days and 3 administrative days)
- Training & Tuition Aid Opportunities

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

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.

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."

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 609 - 292 - 4144, option 3.

New Jersey Is An Equal Opportunity Employer