



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Temporary Employee Services

POSTING #: 23-00259

TITLE: Temporary Employee Services (TES)

ISSUE DATE: 9/15/2023

TITLE CODE:

CLOSING DATE: 10/6/2023

DIVISION: Division of Civil Rights/Affirmative Action

LOCATION: Ewing

UNIT: Division of Civil Rights/Affirmative Action

SALARY: \$40-\$50 per hour

POSITION: 4

The New Jersey Department of Transportation (NJDOT) is seeking applications for candidates who are interested in an hourly employment opportunity (TES) within the Division of Civil Rights/Affirmative Action. Current starting salary is between \$40 to \$50 per hour based on experience. 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 and is not telework eligible. 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. 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.

NJDOT Division/Unit Description:

The Division of Civil Rights/Affirmative Action (DCR) serves the employees and clients of the New Jersey Department of Transportation (NJDOT). Our primary services include overseeing and ensuring equal employment opportunity; promoting workforce diversity and inclusion; reviewing department programs and activities to reasonably ensure they are free from discrimination and apply Equity, Environmental Justice, Limited English Proficiency and Americans with Disabilities Act where appropriate and applicable; making sure that our contractors actively comply with the equal employment opportunity, affirmative action, training and wage rate provisions of their contracts; and that small and disadvantaged contractors have an equal opportunity to compete for and participate in NJDOT contracting opportunities.

Position Description:

TES staff will be responsible for providing services that support the execution of DCR external programs. Examples of responsibilities include performing reviews on department contracts to ensure contractors' compliance with civil rights contract provisions including obligations to meet small and disadvantaged business goals, on - the - job training and prompt payment requirements. Assisting staff who complete audits and evaluations of businesses seeking certification as disadvantaged under the Federal Disadvantaged Business Enterprise (DBE) Program. Supporting the external program units in developing and implementing outreach surveys and workshops; developing/updating guidance documents, policies, and procedures; and maintaining files, databases, and other records.

Preferred Qualities/Experience: Strong verbal and written communication skills; experience engaging with contactors, businesses and diverse, multicultural and/or multiethnic communities; able to exercise independent judgement and reasonable decision making; some knowledge of auditing principles and investigative techniques; ability to interpret and apply policies, regulations, and guidelines; and some familiarity with nondiscrimination and equal employment opportunity. Must be proficient in Microsoft Office Suite (Excel, Word, Teams, PowerPoint and Outlook).

REQUIREMENTS

Education: Graduation from an accredited college or university with a bachelor's degree.

Experience: Two (2) years of experience involving the implementation and application of labor relations, contractor compliance, equal employment opportunity, or any other related programs. Knowledge of auditing and investigative principles a plus. Serious consideration will be given to law school students and individuals who have a paralegal background.

Applicants who do not possess the required education may substitute experience as indicated above on a year - for - year basis.

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

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.

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.

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