



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting**

POSTING #: 24-00255

TITLE: Analyst Trainee

ISSUE DATE: 7/24/2024

TITLE CODE: 55300

CLOSING DATE: 8/14/2024

DIVISION: Office of Inspector General

LOCATION: Ewing

UNIT: Internal Audit

RANGE: P95

SALARY: \$49,738.97-\$51,987.70

POSITION: 1

WORK WEEK: 35 hours

DESCRIPTION

The New Jersey Department of Transportation is accepting applications for candidates interested in an **Analyst Trainee** position for the Office of Internal Audit (OIA). Analyst Trainees are assigned a 35 - hour work week Monday through Friday.

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.

OIA's primary role is to conduct independent audits of Department activity. In the course of these audits, Department activity is intensively examined and evaluated for compliance with law, regulations, and department policies. OIA provides independent services to the Commissioner and senior management to assist in carrying out their responsibilities relating to oversight activities and in establishing and maintaining systems of accountability and internal controls.

Position Description

Under the direction of a supervisor, as a trainee and productive worker, you will receive on - the - job training in performing a variety of audits and reviews. As an OIA team member, you will participate in conducting field and office audits, perform financial and operational audits; audit the effectiveness and efficiency of systems; identify areas for further investigations; make evaluations and recommendations; prepare and edit draft audit reports; and perform other related duties as required.

Responsibilities

Job duties of this position under the direction of the supervisor include:

- Assists in conducting field and office audits that may be financial and operational.
- Maintains audit work papers and performs assigned audit steps such as planning, surveying, fieldwork, and audit follow - up.
- Assists in identifying, analyzing, and testing internal controls, evaluating data, and identifying areas for further investigations.
- Assists the audit team in preparing fiscal reports containing findings, conclusions, and recommendations.
- Assists with the requirements of the Internal Control Program by assessing overall Department risk.
- Maintains a professional manner and working relationships with team members, associates, and other government personnel.

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. A degree in Accounting, Business Administration, Mathematics, Finance, Business Analytics, Economics, Statistics, or related major preferred.

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.

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/55300.htm>

Preferred Qualities/Experience:

The preferred candidate will have the following:

- Proficiency in Microsoft Office products with advanced skills in Microsoft Excel
- Above average written and verbal communication skills
- Knowledge of the methods used to collect, compile and tabulate data
- Demonstrated ability to be a team player
- Good report writing and technical review skills
- Investigative instincts, attention to detail, and an analytical nature

Your input and recommendations are invaluable to our success, and your work will have a meaningful impact every day with the OIA. Apply now to start a career that is rewarding and provides a unique contribution to our State and its residents.

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:

<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.

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.

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.

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

New Jersey Is An Equal Opportunity Employer