



New Jersey Department of Transportation

Public Posting

POSTING#: 23-00116

ISSUE DATE:

TTITLE: Governors Fellow

CLOSING DATE:

TITLE CODE: 90221

LOCATION: Ewing

DIVISION: Planning, Multimodal & Grants Administration

UNIT: Office of the Assistant Commissioner

SALARY: \$75,000

DESCRIPTION:

Under the direction of the Assistant Commissioner of Planning, Multimodal & Grants Administration (PMGA) within the New Jersey Department of Transportation the Governor's fellow is responsible to assist in formulating and implementing administrative policies, procedures, and initiatives for advancing transportation equity, mobility, and sustainability. This position will assist in reviewing and analyzing current operating procedures and administrative practices in the field of transportation planning and for assisting in making recommendations for improvements. Additionally, the Fellow will be responsible for assisting in the research, analysis, and development of policy related to transportation mobility and equity initiatives. Some of these initiatives include but are not limited to working with Transportation Management Associations (TMAs) and micro-Transit projects. This position will be assigned to other strategic initiatives such as those related to the Infrastructure Investment and Jobs Act (IIJA). The Fellow will also be responsible for assisting in collecting and organizing data for budgetary purposes and assisting in the development of controls for State and federal funding. This position will be required to draft correspondence and assist in preparing reports as well as maintaining records and files. As a NJ State Department, NJDOT offers a comprehensive benefits package including Health Care (medical, prescription, drug, dental and vision care), Pension, Deferred Compensation, 13 paid holidays, and Benefit Leave (20 vacation days, 15 sick and 3 administrative days.)

REQUIREMENTS:

Graduation from an accredited college or university with a master's degree and a combination of established excellence in academics and/or professional achievement; proven leadership ability and potential for further growth; demonstrated commitment to public service; effective written communication skills as demonstrated by writing assignment; evidence of effective teamwork.

NOTE: Applicants may utilize college credits in combination with the indicated experience to meet the job requirements. These credits will be applied on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

The ideal candidate is required to have a concentration and/or experience in planning, transportation or a related field.

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 programs, F1 or H1B work authorization visas.

Residency: All persons newly hired on or after September 1, 2011, have one year from the date of appointment 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 and instructions can be found at link above)
- Current resume
- Letter of Interest
- Unofficial copy of transcript (if applicable)

IMPORTANT NOTES:

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 the 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