



**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**Public Posting**

**POSTING #:** 24-00029

**TITLE:** Personnel Trainee

**ISSUE DATE:** 1/31/2024

**TITLE CODE:** 63250

**CLOSING DATE:** 2/21/2024

**DIVISION:** Human Resources

**LOCATION:** Ewing

**UNIT:** PMIS/Payroll

**RANGE:** P95

**SALARY:** \$50,229.66-\$52,513.10

**POSITION:** 1

**WORK WEEK:** 35 hours

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Personnel Trainee** within the Division of Human Resources, Office of PMIS/Payroll. Personnel Trainees are assigned a 35 - hour work week. Current starting salary is \$50,229 and after six months is \$52,513. As a NJ State Department, NJDOT offers career advancement opportunities and a comprehensive benefits package including Health Care (medical, prescription drug, dental, and vision care), Pension, Deferred Compensation, 13 paid holidays, and Benefit Leave (12 vacation days, 15 sick days, and 3 administrative days). Standard workweek is 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.

The Division of Human Resources strives to deliver quality service to our customers in a positive, professional, courteous and prompt manner within established guidelines. The Division is tasked with providing service to employees and management in areas related to classification and compensation, training and career development, recruitment and appointments, examinations and certifications, benefits and pension, medical and drug testing, leave management and worker's compensation, and grievances and disciplinary matters. This position will be assigned to the PMIS/Payroll Unit.

**OFFICE DESCRIPTION**

This position will report to a Manager 1, Human Resources in charge of the Personnel Management Information System (PMIS)/Payroll Unit within the Division of Human Resources. This Unit is responsible for personnel actions, payroll, electronic Cost Accounting and Timesheet System (eCATS), regular retirements, and Setoff of Individual Liabilities (Soils).

## **POSITION DESCRIPTION**

This position will be primarily responsible for all duties associated with eCATs including resolving problems that occur which entails assisting management and employees in preparing and submitting timesheets; notifying Department employees of timesheet deadlines; acting as a liaison with OIT and NJDOT's IT eCATs Unit; keeping up to date on the changes made to eCATs and attending meetings with OIT; and will be responsible for other related eCATs duties. In addition, this position will be responsible for assisting in the processing of PMIS actions and matters relating to Payroll, retirements, and Soils. The successful candidate will be required to work directly with Department management, personnel coordinators, employees, and staff from the Civil Service Commission and Pensions. It is important that the actions processed by the Unit are completed correctly and processed timely. Additionally, the successful candidate will be required to prepare correspondence/emails that may be complex and technical in nature; access information and/or submit actions into various electronic systems such as eCATs, PMIS, CSS, and NCSS; and have experience in various software applications such as Word, Excel, PowerPoint, Share point, Business Objects, and others.

## **Preferred Skills**

An individual applying for this position should be detailed oriented, have strong analytical and problem solving skills, as well as a familiarity with researching subject matters. Customer service and strong communication skills, both oral and written are an integral part of this position. Additionally, this position will be required to prioritize projects and be able to multitask. As such, the candidate will need to possess strong organization skills, a willingness to learn, be able to follow verbal and written instructions, and to work well as a team.

## **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.

**NOTE:** Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with 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.

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/63250.htm>

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 and 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.

**Current State employees:** Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

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](mailto:SAME@csc.nj.gov) , or call CSC 609 - 292 - 4144, option 3.

**New Jersey Is An Equal Opportunity Employer**