



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 041 - P	<b>ISSUE DATE:</b> March 1, 2024	<b>CLOSING DATE:</b> March 31, 2024
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<b>TITLE:</b> Analyst Trainee	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Various	<b>TITLE CODE:</b> 55300 <b>RANGE:</b> P95
<b>UNIT:</b> Various	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> Trenton, NJ	<b>SALARY RANGE:</b> \$48,056.98 - \$50,229.66

### JOB DESCRIPTION

The State of New Jersey, Department of the Treasury is seeking to fill various Analyst Trainee vacancies throughout the department. Under the direction of a supervisor in a State department or agency, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work. A full list of examples of work for illustrative purposes only can be viewed on Civil Service Commission's website at <https://info.csc.state.nj.us/jobspec/55300.htm>.

#### EXAMPLES OF WORK:

- Reviews assigned projects; learns to identify the information, tools and research methods required for project completion.
- Learns to review, interpret and evaluate data or other information.
- Learns to collect and compile data and other information required to complete analytic studies.
- Learns to review and evaluate the efficiency and effectiveness of existing information processing systems.
- Learns to plan, develop, implement, and/or maintain new and/or enhanced information processing systems.
- Learns to provide system support to information processing users.
- Learns to prepare charts, graphs and other pictorial materials.
- Learns to conduct operational audits, workflow and other assessments.
- Learns to interpret laws, rules, regulations, standards, policies and procedures and apply them to specific situations.
- Learns to review and evaluate documents to ensure compliance with State, Federal or other requirements.
- Learns to examine documents for authenticity.
- Assists in scheduling, reviewing, evaluating and awarding of procurement contracts.
- Learns to research current industry information for goods and/or services contracts.
- May be required to learn to perform basic research into cases, court decisions, legal opinions and State and/or Federal legislation regarding programs, functions and procedures of the department or agency.
- Learns to assist in the review and evaluation of fiscal and/or administrative practices, organizational structure or operating systems and provides recommendations for changes and improvements.

Standard workweek is Monday through Friday. Position offers a comprehensive benefits package including medical, prescription and prescription drug coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays. These positions may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process.

**Candidates anticipating graduation in May 2024 or August 2024 are encouraged to apply.**



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### POSITION REQUIREMENTS

<b><u>Education and Experience:</u></b>	Possession of a Bachelor's degree from an accredited college or university.  -OR-  Four (4) years of professional experience relevant to the position.  -OR-  A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.
<b><u>Note:</u></b>	"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.
<b><u>Note:</u></b>	Please refer to the Advancement section located at the bottom of <a href="#">this title specification</a> 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.
<b><u>License:</u></b>	Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.
<b><u>Advancement</u></b>	Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement.

### IMPORTANT NOTES

<b><u>Vacancy Notice:</u></b>	This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.
<b><u>SAME Applicants:</u></b>	Candidates applying under the New Jersey "SAME" program, <b>must include a Schedule A or B letter</b> with other supporting by the closing date. For more information, please visit <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> or email: <a href="mailto:CSC-SAME@csc.nj.gov">CSC-SAME@csc.nj.gov</a>
<b><u>Veteran's Preference:</u></b>	Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <a href="http://www.state.nj.us/csc/seekers/veterans">http://www.state.nj.us/csc/seekers/veterans</a> .
<b><u>Foreign Degrees:</u></b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your initial application.
<b><u>Residency:</u></b>	In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <a href="https://nj.gov/labor/lwdhome/njfirst/NJFirst.html">https://nj.gov/labor/lwdhome/njfirst/NJFirst.html</a> .
<b><u>Work Authorization:</u></b>	Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.



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### INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on March 31, 2024:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2024-041-P Analyst Trainee" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

Authorized by:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*