



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting**

POSTING #: 24-00371

TITLE: Analyst Trainee

ISSUE DATE: 11/18/2024

TITLE CODE: 55301

CLOSING DATE: 12/9/2024

DIVISION: Safety Programs and Transportation Data

LOCATION: Ewing

UNIT: Transportation Data and Support

RANGE: P95

SALARY: \$54,351.06

WORK WEEK: 40 hours

DESCRIPTION

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Analyst Trainee** within the Division of Operations. Analyst Trainees are assigned a 40 - hour work week. Current starting salary is \$54,351.06 and after six months is \$56,828.70.

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 Bureau of Transportation Data and Support (BTDS) is responsible for administering NJDOT's Traffic Monitoring Program, which is in compliance with Federal regulations and guidelines. The program includes the collection, processing, summarization, and reporting of traffic count data along New Jersey's roadways.

NJDOT maintains a traffic monitoring program consisting of continuous and short - term elements. Both of these elements are conducted by BIDS in accordance with the FHWA Traffic Monitoring Guide (TMG).

The permanent or continuous site elements consist of approximately 50 Traffic Volume/Speed Stations (TV S), 95 permanent Weigh - in - Motion (WIM) System sites and 50 Major Stations of Volume and Classification data collected monthly on seven (7) days duration.

The BTDS is a state lead agency responsible for gathering, verifying, and distributing NJ Crash Records data. The BTDS receives NJTR - 1 reports from local and state police agencies. The data is reviewed for accuracy and completeness and saved in the state Accident Records Database. The data are shared with NJ Motor Vehicle Commission, the NJ Division of Highway and Traffic Safety, and other federal agencies.

The Analyst Trainee position in the Office of Transportation Data and Support requires working with office staff on multiple tasks within the bureau. Responsibilities include commercial vehicle crash record data processing, review commercial vehicle crash records for accuracy, maintain an acceptable State Safety Data Quality level with the FMCSA for timeliness, completeness, and accuracy of reports, and respond to data quality challenges by motor carriers, assist with Weigh - in - Motion (WIM) / Traffic - Volume - System (TVS), Linear Referencing System (LRS), Straight - Line - Diagrams (SLD), Highway Performance Monitoring System (HPMS), Average Annual Daily Traffic (AADT), and Traffic Data Collection. Job duties may include learning Structured Query Language (SQL), Geographical Information Systems (GIS) to perform data analysis, report writing. The trainee will assist in daily duties related to the Federal Motor Carrier Safety Assistance Program grant and does related work as required.

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.

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.

Preferred Qualities/Experience

- Strong communication skills
- Ability to write structured language queries
- Strong analytical skills
- Time management skills

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/55301.htm>

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

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.

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."

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 , or call CSC 609 - 292 - 4144, option 3.

New Jersey Is An Equal Opportunity Employer