



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 25-00099

TITLE: Analyst Trainee

ISSUE DATE: 4/30/2025

TITLE CODE: 55301

CLOSING DATE: 5/14/2025

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT: Finance Unit, Office of the Assistant Commissioner

RANGE: P95

SALARY: \$54,351.06

POSITION: 1

WORK WEEK: 40 hours

DESCRIPTION

STUDENTS ANTICIPATING GRADUATION IN MAY 2025 ARE ENCOURAGED TO APPLY

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Analyst Trainee** within the Division of Capital Program Management, Program Management Office (PMO). 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.

Under the direction of the Assistant Commissioner, Capital Program Management, Finance unit is responsible for oversight on the Operating budget and Capital expenditures. This position will be in the Contract Management Unit. The Contract Management team supports various business units within Capital Program Management (CPM) and the NJDOT. The unit is responsible for administering contracts and task orders. The unit's key functions are managing solicitations, requests for proposals, bid evaluations, contract preparation and execution, modifications and extensions, scopes of works, budgets, fund management, project end dates, job numbers, invoices, Closeouts, Federal Job Number End Date, Contract Management support and administration for various Capital Program Management efforts. This office has a high volume, fast - paced environment that has constant, direct contact with individuals both within the Department and outside vendors via telephone and/or appointments.

POSITION DESCRIPTION: Under the direction of the Unit Manager, the trainee performs various functions related to procurement and contract administration, participates in review and administration of various contracts and/or task orders; provides technical assistance in the areas of contract and/or task order preparation, monitoring and/or evaluation. Additionally, assists in analysis and development Capital Program related reports; research and data gathering; do other related duties.

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.

License: Appointee will be required to possess a driver's license valid in New Jersey.

REQUIREMENTS

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/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.