



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: March 22, 2021

CLOSING DATE: April 3, 2021

POSTING OPEN TO: () OIT EMPLOYEES IN UNIT SCOPE(S):
() STATEWIDE (STATE EMPLOYEES ONLY)
(X) GENERAL PUBLIC

TITLE: Analyst Trainee

POSTING # 2021-031

TITLE CODE: 55300

SALARY RANGE: P95 \$43,753.77 - \$45,731.91

NUMBER OF POSITIONS: 2

LOCATION: Office of Information Technology
Financial Management – Contract Unit
300 Riverview Plaza
Trenton, NJ 08625

HOURS OF WORK: 8:00 a.m. – 4:00 p.m.
9:00 a.m. – 5:00 p.m.

SPECIFIC TO THE POSITION: Knowledge of accounting, procurement, and associated rules are preferred. Ability to learn quickly from formal and informal training. Ability to work with others in a team environment. Ability to manage multiple assignments simultaneously and adhere to deadlines. Excellent organizational skills and attention to detail. Effective communication both orally and written. Ability to interpret/follow policies, rules, and directives.

DESCRIPTION OF POSITION: 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.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the appropriate journeyman title.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

LICENSE: 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.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

FOR FOREIGN DEGREES: All non-U.S. degrees and/or transcripts from a college or university outside the U.S. must already be evaluated for accreditation and attached to your resume. Failure to comply with these requirements may result in ineligibility.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING: Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <http://info.csc.state.nj.us/TitleList/TitleSearch.aspx>

As a condition of employment with NJOIT, a background inquiry will be conducted.

Please visit the following URL for the NJ Application for Employment: <https://nj.gov/it/docs/eo/DPF-663.pdf>

Electronic Filing: Applicants are encouraged to file electronically. Forward your NJ Application for Employment, resume, letter of interest, and **unofficial transcript OR foreign degree evaluation to recruiter1@tech.nj.gov include the posting number in the subject line.**

Alternate Filing: If unable to file electronically, applicants may forward your NJ Application for Employment, resume, letter of interest and **unofficial transcript OR foreign degree evaluation (including posting #2021-031)** to:

Heather Pursell, Manager, Human Resources
Office of Information Technology
300 Riverview Plaza, 4th Floor
P.O. Box 212



Authorized by: _____

Lisa Blauer, Chief of Staff