



Philip D. Murphy  
*Governor*

Tahesha L. Way  
*Lt. Governor*

STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION  
DIVISION OF ADMINISTRATIVE AND EMPLOYEE SERVICES  
Office of Human Resources  
P.O. Box 323  
Trenton, New Jersey 08625-0323

Allison Chris Myers  
*Chair/Chief Executive Officer*

## JOB OPPORTUNITY

**Posting Issued:** November 4, 2023

**Closing Date:** Indefinite

**Title:** Personnel and Labor Analyst Trainee

**Vacancies:** 1

**Location:** Civil Service Commission  
Division Appeals and Regulatory Affairs  
44 S. Clinton Avenue  
Trenton, NJ 08625

**Salary:** \$54,906.96 – \$57,420.37

**Open to:** Residents of New Jersey

### **DESCRIPTION OF POSITION:**

Under the close supervision of a supervisory official in the Division of Appeals and Regulatory Affairs, in the Civil Service Commission, as a trainee and productive worker, receives on-the-job training in the research and analysis of information to address varied appeals; assists in labor-related functions; assists in the preliminary preparation of regulations regarding agency legislative, administrative, appellate, or operational activities; does other related duties as required.

### **REQUIREMENTS:**

#### **EDUCATION:**

Graduation from an accredited college or university with a Juris Doctor Degree.

#### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

#### **NOTE:**

\*SAME Applicants: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the 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 at (609)292-4144 option 3.

\*\*Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position, or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment.

### **IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST TO:**

Bev Hamilton, Manager, Human Resources, Civil Service Commission, P.O. Box 323, Trenton, New Jersey 08625 or [hrrsupport@csc.nj.gov](mailto:hrrsupport@csc.nj.gov)