Title: Personnel Trainee

Posting Number: M&B-2022-22

Open to: General Public

Workweek: 35 (35-hour) Workweek

Salary: (P95) $48,531.07 (Non-Negotiable)

Opening Date: 8/15/2022

Closing Date: 8/30/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Management & Budget
Human Resources
Human Resource Operations
436 E State Street
Trenton New Jersey 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the direction of a supervisory officer in a State department, institution, or agency, as a trainee and productive worker, receives on-the-job training in government personnel practices and procedures and their application and does work which will provide practical personnel experience; does related work.

Specific to the Position: In conjunction with the Classification team, the appointee will be responsible for maintaining the social media presence for vacant public positions at the DEP; will be responsible for uploading vacant positions to Indeed, LinkedIn and other social media platforms as needed; will learn and assist in the maintenance of the organizational structure/charts for the Department.

Candidate should be extremely comfortable running reports, analyzing data, creating spreadsheets and charts, and possess strong critical thinking skills.

Preferred Skill Set: Proficient in Microsoft Office (Excel, Word) and Business Objects.

Requirements

Education: Graduation from an accredited college or university.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.
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 essential duties of the position.

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".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. Note: The State of New Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Selected candidate(s) shall not be serving a working test period at the time of the appointment.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit https://nj.gov/military/veterans/services/civil-service/preference/

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:
Melissa Burk-Pocino
Management & Budget
E-mail Address: executive.resumes@dep.nj.gov
Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.
Please indicate how you heard about the position in the body of the email

Posting Authorized By:
Phiroza Stoneback, Manager
Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.