



New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Analyst Trainee

Posting Number: M&B-2024-6

Open to: General Public

Work Week: 35 (35-hour) Work Week

Salary: (P95) \$48,056.98 (Non-Negotiable)

Opening Date: 3/12/2024

Closing Date: 4/2/2024

Existing Vacancies: One (1)

Program/Location

Department of Environmental Protection
Management & Budget
Budget & Financial Operations
Budget & Account Management
428 East State Street
Trenton, NJ 08625

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

Description: 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.

Specific to the Position: Under direct supervision, assists in the coordination and preparation of the Department's annual budget submission including all related schedules and documents; assists in the preparation and analysis of quarterly departmental spending plans and Treasury, OMB spending plans; assists in the preparation and analysis of various financial spreadsheets and reports needed to provide recommendations and meet needs, goals, expectations, and deadlines; reviews funding for equipment purchases and personnel actions; assists in monitoring the posting of revenue; processes daily and quarterly payments to other State agencies; reviews, prepares, follows-up on, and files accounting transactions; other fiscal needs as requested.

Preferred Skill Set: Experience with Microsoft Office with advanced proficiency in Excel. Any prior experience in fiscal/financial analysis, budgeting, and/or accounting is preferred.

Requirements

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.

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.

Other: ADVANCEMENT

Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Fiscal Analyst; Operations Analyst; Procedures Analyst; Administrative Analyst 1; Examiner 1, Credentials; Property Management Services Specialist 1, Research Analyst 1, Report Examiner, Procurement Specialist 3 or Administrative Analyst 1, Information Systems.

The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

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.

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://www.nj.gov/military/veterans/services/civil-service-preference/>

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-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 tell us how you heard about this position](#)

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, please visit <https://nj.gov/csc/same/overview/index.shtml>, email SAME@csc.nj.gov, or call CSC at (609) 292-4144 and select Option #3.

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.