



State of New Jersey

Office of Information Technology

Mikie Sherrill

Governor

Dr. Dale G. Caldwell

Lt. Governor

Kevin Dehmer

Chief Technology Officer

NOTICE OF JOB VACANCY

ISSUE DATE: July 27, 2026

CLOSING DATE: August 10, 2026

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

TITLE: ANALYST TRAINEE

POSTING # 2026-020

TITLE CODE: 55300

SALARY RANGE: P95 \$53,281.62 - \$55,690.52

LOCATION: NJ Office of Information Technology
Financial Management Directorate
300 Riverview Plaza
Trenton, NJ 08625

HOURS OF WORK: TBD

Employee Benefit(s):

The New Jersey Office of Information Technology (NJOIT) provides many employee benefits to acknowledge and value their contribution. Statewide benefits include:

- ***Alternate Work Week Program****
- ***Deferred Compensation***
- ***Health, Dental and Life Insurance***
- ***Public Service Loan Forgiveness***
- ***Staff training***
- ***Telework Program****
- ***Flexible and Health Spending Accounts (FSA)/(HSA)***
- ***13 Paid holidays***
- ***Paid time off***

****Pursuant to NJOIT's policy, procedures, and/or guidelines***

The Office of Information Technology (OIT) currently offers a hybrid work schedule, and this position may qualify for up to 2 days of remote work outside of OIT buildings after successful completion of a Working Test Period or 120 calendar days after the effective date of the appointment. This program does not supersede the "New Jersey First Act," which requires newly hired OIT employees to establish, and then maintain, principal residence in the State of New Jersey.

DESCRIPTION OF THE SPECIFIC POSITION: This position receives on-the-job training in analytic practices/procedures and their application; conducts research and prepares reports; completes assignments that provide practical analyst experience and/or learns to review and analyze financial reports; performs other related work. The ideal candidate must have the ability to learn quickly from formal and informal training, work effectively with others in a team environment, manage multiple assignments simultaneously, and adhere to policies and deadlines. The candidate must possess excellent organizational skills and attention to detail, as well as the ability to interpret and follow policies, rules, and directives set forth by the State of New Jersey.

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.

NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with 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.

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

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJOIT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

Note on Degree Information: You must provide a transcript(s) or evaluation of your degree(s). Foreign degrees must be evaluated by a recognized evaluation service and include your course-by-course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

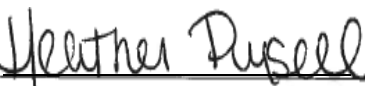
RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment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

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>

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, or call CSC at (833) 691-0404, option #3.

FILING INSTRUCTIONS: Applicants are encouraged to file electronically. Forward your resume, cover letter, unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references to recruiter4@tech.nj.gov **Include the posting number (2026-020) in the subject line.**

Authorized by: 

Heather Pursell, Manager HR