



VACANCY ANNOUNCEMENT

Posting #: 2025-121	Issue Date: 6/30/2025	Closing Date: 7/14/2025	
Title: Employment Services Trainee	Range/Title Code: P95/64790	Salary: \$49,738.97 - \$51,987.70	
Unit Scope: Statewide Public/Private	Location: Various Divisions/Counties	Workweek: 35	# Vacancies: Multiple

Job Description

Under the direction of a supervisory official, an **Employment Services Trainee** will work in a local office, performing tasks that may involve the following:

- Interview and classify job applicants for employment
- Conduct field and office investigations to determine eligibility for employment disability benefits and/or unemployment insurance
- Assist with investigations related to employment laws and regulations, such as sections of the Prevailing Wage Act
- Perform other related duties as required

Please note that the above task descriptions provided a general overview of some duties that may be performed. However, the specific duties will be determined by the essential functions outlined by division/office captured below:



Workforce Development (WD)

The Division of Workforce Development provides leadership, resources, education and training opportunities that support New Jersey's workforce system in a manner that effectively facilitates access to employment and workforce solutions for its residents and businesses.

Employment Accessibility Services (Temporary Disability Insurance/Family Leave Insurance)

Our goal is to exhibit excellence in providing wage replacement benefits for individuals unable to work due to a non-work-related illness or injury, or to care for a seriously ill family member or to bond with a new child.

Wage & Hour Division & Contract Compliance (WHD)

WHD administers and enforces a wide variety of labor laws and regulations. These include minimum wage, overtime and benefit requirements under the NJ State Wage and Hour Law, Wage Collection Law, and Earned Sick Leave Law, providing rules for the employment of minors, paid sick leave and full payment of all wages as well as the Prevailing Wage Act and contract compliance anti-discrimination regulations that apply to most publicly funded construction projects and projects on public property, including school construction. The enforcement of these laws ensures that employees are paid properly, provides employees with safe, fair and equitable working conditions and protects good faith employers from unfair competition by employers who willfully violate labor laws. The WHD utilizes Strategic Planning and Enforcement methodology to maximize its efforts to ensure industry-wide compliance with high violation rates.

Income Security (Unemployment Insurance, Employer Accounts, Appeal Tribunal and BOR)

Unemployment Insurance:

UI is designed to help individuals meet their basic needs while they search for new employment, providing a safety net during periods of unemployment.

Employer Accounts:

Provides information for employers regarding filing due dates, interest and penalties, penalty abatement, voluntary contributions, and more.

Appeal Tribunal:

The first appellate level within the DOL for deciding unemployment and disability insurance benefit disputes.

Board of Review:

The highest appellate level within the DOL for deciding unemployment and disability insurance benefit disputes.

Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge and value their contribution. Statewide benefits include:

- Alternate Work Week*
- Deferred Compensation
- Health and Life Insurance
- Public Service Loan Forgiveness (PSLF)
- Telework*
- 100% Tuition Reimbursement*
- Flexible and Health Spending Accounts (FSA)/(HSA)
- Temporary Expanded PSLF (TEPSLF) Programs

**Pursuant to the Department's policy, procedures and/or guidelines.*

Civil Service Commission Requirements (Education/Experience/Licenses)

Applicants must meet one (1) 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 for all the outlined below:

"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.

WAGE AND HOUR DIVISION: Four (4) years of professional experience in identifying and investigating violations in a field of specific regulatory conditions, interpreting and applying these regulations and making recommendations based on findings **OR** possession of a bachelor's degree from an accredited college or university.

ADVANCEMENT:

Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the title **Field Investigator 1**.

WORKFORCE DEVELOPMENT: Four (4) years of professional experience in an employment program involving interviewing applicants seeking employment, order taking, employer relations, referral, and placement activities **OR** possession of a bachelor's degree from an accredited college or university.

ADVANCEMENT:

Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the title: **Interviewer**.

INCOME SECURITY (UNEMPLOYMENT INSURANCE, APPEAL TRIBUNAL & BOR): Four (4) years of professional experience in investigation, review, analysis, evaluation, and eligibility determination of claims for unemployment and/or insurance compensation in a public or private organization **OR** possession of a bachelor's degree from an accredited college or university.

ADVANCEMENT:

Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the title: **Claims Examiner Unemployment and Disability Insurance**.

INCOME SECURITY (EMPLOYER ACCOUNTS): Four (4) years of professional experience in the examination of records and reports involved in the determination, establishment, and/or verification of tax liability of employers **OR** possession of a bachelor's degree from an accredited college or university.

ADVANCEMENT:

Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the title: **Examiner Unemployment Tax**.

EMPLOYMENT ACCESSIBILITY SERVICES (TEMPORARY DISABILITY INSURANCE): Four (4) years of professional experience in investigation, review, analysis, evaluation, and eligibility determination of claims for unemployment and/or insurance compensation in a public or private organization **OR** possession of a bachelor's degree from an accredited college or university.

ADVANCEMENT:

Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the title: **Claims Examiner Unemployment and Disability Insurance**.

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

ADVANCEMENT NOTE: The inability of an employee to meet the performance requirements for advancement to any of the higher titles identified in this posting shall be considered as a cause for separation.

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.

VETERANS PREFERENCE: Are you a veteran? If so, proof of your New Jersey Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission website.

SAME APPLICANTS: If you are applying under the New Jersey 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: [Civil Service Commission SAME Program](http://CivilServiceCommissionSAMEProgram) or email: SAME@csc.nj.gov or call CSC at 609-292-4144, option 3.

TO APPLY

If you qualify, please submit a letter of interest indicating the **ONE** division of preference, transcripts (if applicable), your resume (including the best contact number and email address) **and** the county preference form. Please submit all the information to the email address listed below. Your submission **must** be received by the closing date.

This is not a promotional announcement for a Civil Service examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development **and** in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,
Division of Human Capital Strategies.**

EMAIL:

Human Capital Strategies

Recruitment Unit

LWDJobPostings@dol.nj.gov

The subject line must include the **specific job posting number AND **one (1) of the identified divisions**.**

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new 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, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

***The New Jersey Department of Labor and Workforce Development
is an Equal Opportunity/Affirmative Action Employer.***

**New Jersey Department of Labor and Workforce Development
County Preference Form**

Name: _____

Posting Number: _____

Division (Please choose only one): _____

Title: **EMPLOYMENT SERVICES TRAINEE**

Please indicate your preferred county(s) for the above position by checking the corresponding box(es) below. Please **only** select the counties where you are willing to accept employment, if offered. Failure to accept employment in the indicated county(s) may result in removal from consideration for all counties. ***(Please note that county preference is not guaranteed, even if you are selected for the position.)***

- | | | |
|-------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Atlantic | <input type="checkbox"/> Gloucester | <input type="checkbox"/> Ocean |
| <input type="checkbox"/> Bergen | <input type="checkbox"/> Hudson | <input type="checkbox"/> Passaic |
| <input type="checkbox"/> Burlington | <input type="checkbox"/> Hunterdon | <input type="checkbox"/> Salem |
| <input type="checkbox"/> Camden | <input type="checkbox"/> Mercer | <input type="checkbox"/> Somerset |
| <input type="checkbox"/> Cape May | <input type="checkbox"/> Middlesex | <input type="checkbox"/> Sussex |
| <input type="checkbox"/> Cumberland | <input type="checkbox"/> Monmouth | <input type="checkbox"/> Union |
| <input type="checkbox"/> Essex | <input type="checkbox"/> Morris | <input type="checkbox"/> Warren |

Please ensure that you return the completed County Preference Form with your cover letter and resume. Failure to do so may impact your ability to be considered for your preferred county.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationships mean marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report on personal relationships that develop during the course of their employment.

☐ **I DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

☐ **I DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure? ☐ Yes ☐ No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) _____

Applicant/Employee's Signature _____

Date _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.