



VACANCY ANNOUNCEMENT

Posting #: 2025-206		Issue Date: 09/19/2025	Closing Date: 10/17/2025	
Title: Labor Market Analyst Trainee (Non-Competitive)		Range/Title Code: P95 / 54140	Salary: \$53,807.27 - \$56,253.35	
Unit Scope: Statewide Public/Private	Location: Office of Research & Information (ORI), NJ Department of Labor and Workforce Development (NJDOL), Economic & Demographic Research (EDR) Labor Market Information Bureau (LMI), 1 John Fitch Plz, 5th Floor, Trenton, NJ 08625 (N750)		Workweek: 35	# Vacancies: 1

Job Description

About the Office of Research and Information (ORI):

We are NJ's premier source for economic, labor market, and demographic data and analysis. We drive innovation by embracing diversity, creative thinking, and collaboration with internal and external stakeholders. ORI's services and solutions help New Jerseyans – students, jobseekers, business owners, and policy makers alike – make informed, data-driven decisions. Our team is responsible for:

- Developing, analyzing, and disseminating labor market and demographic data.
- Preparing accountability reports for the State and Federal government agencies that fund Labor's workforce and worker benefit programs.
- Providing performance measurements, business intelligence, and evaluation services that promote the continuous improvement of Labor programs.
- Serving as the data backbone for strategic enforcement and compliance activities undertaken by Labor's worker protection programs.
- Overseeing the review and approval of NJ's private career schools and maintaining the Eligible Training Provider List; (ETPL), and Consumer Report Card (CRC)
- Developing user-centric digital tools to guide New Jerseyans' career planning activities.

About EDR:

The Division of Economic and Demographic Research (EDR) is the New Jersey Department of Labor and Workforce Development's central hub for labor market, demographic, and economic intelligence. EDR operates core federal-state statistical labor market information programs, produces widely used industry and regional reports, and provides labor market assistance to NJ's Workforce Development Boards, One-Stop Career Centers, secondary and post-secondary educational institutions, businesses, and state executives.

About LMI

The Labor Market Information Bureau is a team of professionals who analyze and distill insights from labor market, demographic, and other economic data to develop products including industry reports, regional reports, and special topical issues. The LMI Bureau provides training and assistance to Workforce Development Boards (WDBs) and Ones top management and staff on the nature of labor market demand as it relates to career services strategies. The bureau also issues monthly Labor Market Spotlights that are broadly disseminated, supports strategic enforcement activities with LMI to assist in targeting initiatives, and assists the State Employment and Training Commission and local WDBs with their required planning reports. In addition to consistent LMI support to local Workforce Development Boards

and One-Stop Career Centers, which includes monthly distribution of economic indicators and current online job postings, the bureau also manages incoming requests for information on a variety of topics. These requests often include, but are not limited to:

- Office of the Governor
- NJDOL Commissioner's Office
- NJ Department of Education, Office of Career and Technical Education
- NJ Economic Development Authority
- Nonprofits including Choose NJ and NJ Manufacturing Extension Program

The bureau also provides the data analysis for the Demand Occupations List. This is required by State and federal law on a biannual schedule to target WIOA funding toward training opportunities for occupations deemed essential to the future success of NJ's economy. The LMI Bureau provides ongoing support to the Center of Occupational Employment Information to make determinations on requests for local waivers to this list.

Key Responsibilities

- Performing routine tasks associated with the collection of data.
- Analyzing and interpreting data.
- Working with various software such as Excel and R Statistical Software.
- Working on research.

Why Join Us?

This is more than a job—it's an opportunity, EDR's work has informed key policy initiatives such as a minimum wage analysis and an agricultural study, earned national recognition for innovative efforts like measuring the economic footprint of Fortune 500 companies, and supporting technology modernization projects such as UI tax systems. With more than 100 public presentations, 50 annual publications, expanded outreach, automated tracking of data and analytical requests, EDR is advancing its mission to provide timely, accurate, and actionable insights that strengthen New Jersey's workforce and economic strategies. You'll join a mission-driven team that values innovation, creativity, equity, and public service.

Full Civil Service specifications can be found: [HERE](#)

Employee Benefit(s)

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

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

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

Civil Service Commission Requirements (Education/Experience/Licenses)

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 in work that involved economics, mathematics, or statistics, including or supplemented by fifteen (15) semester hour credits in economics, mathematics, or statistics, at least three (3) credits of which must have been in statistics.

OR

Possession of a bachelor's degree from an accredited college or university, including or supplemented by fifteen (15) semester hour credits in economics, mathematics, or statistics, at least three (3) credits of which must have been in statistics.

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.

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.

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 NJ 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.

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 (609) 292-4144 , Option 3.

TO APPLY

If you qualify, **please submit a letter of interest, transcripts (if applicable), and your resume (including the best contact number and email address)** to email address listed below. Your submission **must** be received by the closing date and include the job posting number.

EMAIL:
Human Capital Strategies
Recruitment Unit
LWDJobPostings@dol.nj.gov

Subject line must include the specific job posting number.

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 the Civil Service Commission 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.**

- 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
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 relationship means 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 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.