VACANCY ANNOUNCEMENT

Posting #87-22

Posting Period: From 7/8/2022 – 7/15/2022

Title: Training Technician 2

Salary: (P22) $60,711.81 - $86,030.97

Number of Vacancies: 1

Work Location: 101 Eggert Crossing Road
Lawrenceville, NJ 08648

Program: Human Resources Division

Scope of Eligibility: Applications will be accepted from all New Jersey Department of Military and Veterans Affairs employees who meet the requirements listed below. Selection will be made from among the best qualified.

Job Description: Under the limited supervision of a Training Technician 3 or 4, or other supervisory official in a State department, institution, or agency outside of the Civil Service Commission, organizes and conducts the more complex agency specific training courses, classes, workshops, seminars and other learning opportunities both in-person and virtually for the purpose of improving individual and/or organizational performance, or in the Civil Service Commission as part of Center for Learning and Improving Performance (CLIP), organizes and conducts the more complex training courses, classes, workshops, seminars and other learning opportunities for the purpose of improving individual and/or organizational performance; assists in the planning, development, administration and implementation of a small segment of a department/agency employee training program; does other related duties as required.

Per Executive Order 253, all State employees were required to be vaccinated by October 18, 2021 or undergo weekly testing. Please do not submit your vaccine card at this time.

Civil Service Commission Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree.

Experience: Two (2) years of experience in work involved in planning and carrying out training programs of varied types, such as employee training, adult education, and/or group education; or two (2) years of teaching experience in elementary school through college which shall have included curriculum development and/or the organization of learning programs.

Note: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Note: A Master's degree in Education or a related field may be substituted for one (1) year of experience.

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: Pursuant to the “New Jersey First Act” N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

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 citizenships to the United States.

Veterans’ 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

**HOW TO APPLY:**

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

- Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340
- E-Mail: CareersCentral@dmava.nj.gov
- Fax Number: (609)530-7192

Forms may be obtained from our web site at: https://www.nj.gov/military/personnel/forms/employment-application.pdf, the Human Resources Division, or call (609) 530-7038.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.