



## State of New Jersey

PHILIP D. MURPHY  
Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
Attorney General

SHEILA Y. OLIVER  
Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

### January 10, 2023 NOTICE OF JOB VACANCY #23-07

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Office of the Attorney General, for applicants who meet the requirements indicated below:

**TITLE:** Analyst Trainee

**SALARY:** \$46,431.86

**LOCATION:** Office of the Attorney General  
Office of Diversity, Equity, and Inclusion      **OR**      Office of the Attorney General  
25 Market Street      Office of Diversity, Equity, and Inclusion  
Trenton, NJ 08625      124 Halsey Street  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** One (1) – Location preference required.

**DUTIES:** Under close supervision of the Chief of the Office of Diversity, Equity, and Inclusion (ODEI) or another supervisory official, as a trainee and productive worker, receives on-the-job training in analytic practice/procedures and application and research and preparation of reports, with a focus on analyzing data relating to workforce and/or supplier diversity. Completes assignments that will provide practical analyst experience and/or learns to review and analyze reports; interpret and evaluate data or other information. Collects and compiles data and other information on demographic representation across the employment lifecycle and/or among the agency's external suppliers, as well as comparative benchmarks as required to complete analytic studies. Prepares charts, graphs, and other pictorial materials. Assists in the preparation of reports, presentations and/or other written communications. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units. Does other related duties as required.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree. *Applicants must submit proof of the Bachelor's degree to be considered. A copy of your college diploma or **final** unofficial transcripts, which indicates the date your degree was awarded and type of degree conferred must be submitted with your resume. Failure to provide proof of Bachelor's degree completion will result in disqualification from consideration. Matriculating students cannot be considered.*

**ADVANCEMENT:** Appointees who successfully complete the twelve-month training period will be eligible for advancement to the title: Administrative Analyst 1. The inability of an employee in a trainee title to attain a level of performance warranting advancement shall be considered cause for separation.

**LICENSE:** Appointee 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.

**PREFERENCE:** Demonstrated interest in Diversity, Equity, and Inclusion initiatives in an organizational setting and experience in presenting quantitative information in a meaningful and readily understandable format highly preferred. Proficiency in Microsoft Office applications including Excel and PowerPoint is also highly preferred.

**RESUME NOTE:** Eligibility determinations will be based only upon proof of degree submitted and information presented on resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation, with a course-by-course breakdown, indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #23-07 with desired location preference, a copy of your college diploma or unofficial transcript with date degree awarded, and type of degree conferred (one is required for consideration), and current resume on or before the closing date of January 31, 2023 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety 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.

