



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2026 - 010 - P	<b>ISSUE DATE:</b> January 12, 2026	<b>CLOSING DATE:</b> January 26, 2026
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<b>TITLE:</b> Temporary Employment Services (TES)	<b>OPEN TO:</b> General Public
<b>TITLE:</b> Investigative Analyst	<b>TITLE CODE:</b> 96058
<b>DIVISION:</b> Administration	<b>RANGE:</b> Q 88
<b>UNIT:</b> Treasury Professional Standards and Investigative Practices	<b>WORKWEEK:</b> Hourly (TES)
<b>LOCATION:</b> Trenton, NJ	<b>SALARY RANGE:</b> \$50.43 per hour

### **JOB DESCRIPTION**

The New Jersey Department of the Treasury, Division of Administration is seeking to hire up to two (2) Investigative Analysts. These Investigative Analysts will report to the Deputy Director of Administration. The TES Investigative Analysts will perform duties within the Investigative Practices Unit and will work collaboratively with the Legal & Compliance, Human Resources/Labor Relations, EEO, Audit and Ethics units to ensure there are appropriate, consistent standards and reports to uphold the integrity of all investigations conducted.

The TES Investigative Analyst is responsible for conducting impartial, sensitive, and complex investigations into employee-related matters and alleged violations or noncompliance with State statutes, administrative codes, rules, regulations, and policies governing the Department of the Treasury. This position takes the lead in investigating workplace violence incidents, personnel issues, employee grievances, and union-related matters, while reviewing and analyzing internal and external information from verifiable sources and performing follow-up investigations, as necessary. The role requires preparing clear, accurate, and comprehensive reports that present facts, findings, conclusions, and actionable recommendations, and ensuring appropriate parties are notified in a timely manner.

Additional responsibilities include conducting queries of internal and external databases, as well as social media platforms, to obtain relevant data and documentation; reviewing reports from law enforcement agencies; visiting employer locations to examine records and interview personnel; and interviewing witnesses to gather confidential, accurate, and comprehensive supporting information. The TES Investigative Analyst works closely with Legal & Compliance and Human Resources/Labor Relations to ensure all decisions are well-reasoned and compliant with applicable rules, regulations, and laws, and may also be responsible for scheduling appeal hearings and meetings within civil service contractual timeframes. The role may require providing testimony at formal hearings, administrative proceedings, courts of law, or other judicial bodies, and maintaining tracking systems for grievances, disciplinary actions, and workplace violence cases. This position requires initiative and sound judgment, with an emphasis on recommending improvements to investigative processes and enhancing overall effectiveness in detection, investigation, mitigation, coordination, and reporting.

Strong writing abilities and a general understanding of Civil Service rules and procedures, particularly Titles 1 and 4A, as well as familiarity with union contracts, are essential. The TES Investigative Analyst performs other related duties as required.

The standard workweek is Monday through Friday. These positions do not offer a benefits package or paid holidays. Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year (July 1<sup>st</sup> through June 20<sup>th</sup>).



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### POSITION REQUIREMENTS

**Education & Experience:** 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.

Seven (7) years of professional experience in the field of investigations and/or employee relations; one (1) year of which shall have included investigations, hearings, and/or disciplinary appeals.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience; one (1) year of which shall have included investigations, hearings, and/or disciplinary appeals.

**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.

**License:** Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

**Special Note:** Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year (July 1st through June 20th).



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### GENERAL INFORMATION

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

**NJ SAME Program:**

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:**

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

### INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on January 26, 2026:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2026- 010 - P Investigative Analyst (TES)" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (mr)*

Antoinette Sargent, Human Resource Officer