



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026-104-P	ISSUE DATE: August 13, 2026	CLOSING DATE: August 27, 2026
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TITLE: Analyst Trainee	OPEN TO: General Public
DIVISION: Pensions and Benefits	TITLE CODE: 55300 RANGE: P95
UNIT: Office of Management Information Systems (MIS)	WORKWEEK: 35 Hours
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$53,281.62 - \$55,690.52

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Pensions and Benefits (DPB) is seeking an Analyst Trainee. Under the direction of a supervisor within the Office of Management Information Systems (MIS), as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; duties may include but are not limited to:

- Reviews, interprets, and evaluates data and other information from various systems including eDOCS, Pensions and Health Benefits mainframe applications, Manual Cash Disbursements.
- Utilizes various electronic and/or manual recordkeeping and information systems used by DPB and all its business units, including the Mainframe, Microsoft Office Suite, eDOCS, Teams, SharePoint, and network drives.
- Conducts operational audits, workflow and other assessments within the unit. Under close supervision reviews, analyzes operational procedures and practices to determine feasibility for automation, identify problems or areas of improvement, suggest solutions.
- Assists in reviewing and evaluating administrative practices within the MIS Audit and Control group, and recommends process improvements, digitization, and automation initiatives.
- Coordinates with OIT Mainframe Support Group and OIT Programmers/Pension users for running job requests related to health benefits, retired payroll, pensions operations, beneficiary services, death claims, and accounting services. Creates, modifies, and deletes Mainframe logon ID's and application access for Pensions users.
- Prepares charts, graphs and other visual materials related to fiscal, accounting, loan, projection, active and retired actuarial schedules.
- Assists in preparing standard and ad hoc reports for business units and IT.
- Creates batches of documents for Mainframe processing, including report of receipts, journals, insurance changes, manual certifications, and miscellaneous transactions.
- Balances daily, weekly, bi-weekly, quarterly and annual reports related to annual projections, KRUPAS, miscellaneous transactions, cash disbursements, and accounting.
- Monitors retired payroll and health benefits mainframe production schedules daily to ensure accuracy.
- Assists with processing checks from various accounts including, miscellaneous, SACT, loans, cash disbursements, health benefits, retired payroll, clearing accounts, and delayed enrollments.
- Participates in testing activities for new or enhanced systems, including the development of test data and scripts.
- Assists in preparing training and instructional manuals/materials and may participate in training sessions conducted by senior analysts or other staff.



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JOB DESCRIPTION CONTINUED

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.

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.

Four (4) years of professional experience relevant to the position.

-OR-

Possession of a bachelor's degree from an accredited college or university.

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.

IMPORTANT NOTES

Advancement:

Appointees to a trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of a one (1) year training period, the incumbent will be advanced to the journeyman title. Please refer to the Advancement section located at the bottom of the [title specification](#) (title code: 55300) for a comprehensive list of approved journeyman titles related to this trainee title. A Civil Service examination is not required for this advancement.



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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 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 August 26, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- 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.

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026-104-P Analyst Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer