



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 067 - P	<b>ISSUE DATE:</b> June 9, 2025	<b>CLOSING DATE:</b> July 9, 2025
-------------------------------------	------------------------------------	--------------------------------------

<b>TITLE:</b> Temporary Employment Services (TES)	<b>OPEN TO:</b> General Public
<b>FUNCTIONAL TITLE:</b> Investigative Analyst	<b>TITLE CODE:</b> 96058
<b>DIVISION:</b> Administration	<b>RANGE:</b> Q88
<b>UNIT:</b> Treasury Professional Standards and Investigative Practices	<b>WORKWEEK:</b> Hourly (TES)
<b>LOCATION:</b> Trenton, NJ	<b>SALARY RANGE:</b> \$48.72 per hour

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Administration is seeking to hire two (2) Investigative Analysts. These Investigative Analysts will report to the Assistant Director of the Treasury Professional Standards and Investigative Practices Unit. The TES Investigative Analysts will perform duties within the Professional Standards and Investigative Practices Unit and work collaboratively with the HR/Labor Relations, Legal & Compliance, EEO, Audit and Ethics units to ensure there are appropriate, consistent standards and reports to uphold the integrity of all investigations conducted. The duties for these positions will include conducting sensitive, complex investigations of alleged violations or noncompliance with State statutes, administrative codes, rules and regulations governing the Department. Tasks may include employee investigations, analyzing results and making recommendations, counseling, conflict resolution, grievances, workplace violence investigations, and union interactions.

Takes the lead in conducting sensitive, complex investigations of alleged violations of or noncompliance with State statutes, administrative codes, rules, and regulations governing the Department of the Treasury. Tasks may include employee counseling, conflict resolution, grievances, workplace violence investigations, and union interactions. Reviews and analyzes internal and external information from verifiable sources and takes the lead in performing follow-up investigations. Prepare clear, sound, accurate, and informative reports of investigational activities containing facts, findings, conclusions, and recommendations, and notifies appropriate parties.

Query internal and external databases and social media platforms for data, documents, and information relative to investigations. Obtain and review reports of police and other law enforcement agencies. Visit employer locations to review documents, interview personnel and obtain employee records. Interview witnesses to obtain confidential, accurate, and comprehensive supporting documentation relative to alleged violations.

The incumbents may serve as the Department's Hearing Officer and oversees departmental-level hearings and decisions. Assists Governor's Office of Employee Relations and Attorney General's office in the preparation, research and presentation of disciplinary appeals and departmental litigation. Works closely with Human Resources to ensure all decisions are well-reasoned, and in compliance with current rules, regulations and laws. Schedule appeal hearings and meetings within civil service contractual timeframes. Testify before formal hearings, administrative hearings (OAL), courts of law, or other judicial bodies. Maintains tracking systems for grievances, disciplinary actions, and workplace violence. Exercises initiative and makes recommendations to the Department to improve the processes and overall effectiveness of the investigative method of detection, investigation, mitigation, coordination and reporting. Must have strong writing abilities and a general understanding of the Civil Service rules and procedures (particularly Titles 1 and 4A) and the various union contracts. 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>).



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

### 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 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 and/or disciplinary appeals.

**Note:**

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment 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 1<sup>st</sup> through June 20<sup>th</sup>).



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

### 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 July 9, 2025:**

- 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 "2025- 067 - P Investigative Analyst (TES)" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent/nr*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*