



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING #:</b>	164-25 (This position is a repost of Job Posting #506-24. Previous applicants need not apply)	<b>ISSUE DATE:</b>	6/18/2025	<b>CLOSING DATE:</b>	7/2/2025
<b>TITLE:</b>	Analyst Trainee				
<b>LOCATION:</b>	Division of Management & Budget Office of Finance 222 S. Warren Street Trenton, NJ 08625	<b>RANGE:</b>	P95		
		<b>SALARY:</b>	\$49,738.97 - \$51,987.70		
		<b>UNIT SCOPE:</b>	K750 – Office of the Assistant Commissioner		
		<b>SERV. CLASS:</b>	Non-Competitive		
<b>OPEN TO:</b>	General Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under the direction of a supervisor in a State department or agency, 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; does other related work.				
<b>SPECIAL NOTE:</b>	This position, located in the Cost Allocation Planning and Analysis (CAPA) unit requires a strong background in Microsoft Excel and other software/systems, and professional written communication skills to administer, review, revise, and monitor expenditures in direct administrative cost allocation plans to promote the maximization of federal reimbursement to DHS and its Divisions using methodologies approved in accordance with the Centers for Medicare and Medicaid Services federal regulations and guidelines. Conduct timely reviews of quarterly claims submitted by the Divisions ensuring compliance with approved plans.				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	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.  <b>NOTE:</b> Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.  <b>OR</b>  Possession of a bachelor's degree from an accredited college or university.  <b>NOTE:</b> "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.				
<b>SPECIAL NOTE:</b>	<b>ADVANCEMENT</b>  Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Fiscal Analyst; Operations Analyst; Procedures Analyst; Administrative Analyst 1; Examiner 1, Credentials; Property Management Services Specialist 1, Research Analyst 1, Report Examiner, State Procurement Specialist 1 or Administrative Analyst 1, Information Systems.  The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.				
<b>LICENSE:</b>	Appointees 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.				
<b>IMPORTANT NOTICES</b>					
<b>FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>RESIDENCY:</b>	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <u>will be at your expense</u> . Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired. You will be advised if the position for which you're				

	being considered requires drug testing and how its administered.
<b>CIVIL SERVICE LISTS:</b>	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.
<b>TELEWORK:</b>	Certain positions may be eligible to participate in the Department's "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.
<b>SAME PROGRAM:</b>	If you are applying under the NJ State as a Model Employer "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their website at: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-SAME@csc.nj.gov">CSC-SAME@csc.nj.gov</a> , or call CSC at (609) 292-4144.
<b>EMPLOYEE BENEFITS:</b>	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.
<b>FILING INSTRUCTIONS</b>	
<p>Forward a cover letter, resume, and transcript (if applicable) electronically to:</p> <p><a href="mailto:DHS-CO.Resumes@dhs.nj.gov">DHS-CO.Resumes@dhs.nj.gov</a></p> <p><b>You must include the Job <u>Posting #</u> and <u>Last Name</u> in the subject line of your email. Example: ( 123-25, Smith )</b></p>	

**New Jersey Department of Human Services is an Equal Opportunity Employer**