



## VACANCY ANNOUNCEMENT

<b>Posting #: 2025-160</b>	<b>Issue Date: 8/25/2025</b>	<b>Closing Date: 9/8/2025</b>	
<b>Title:</b> Affirmative Action Specialist Trainee	<b>Range/Title Code:</b> P95/65960	<b>Salary:</b> \$53,807.27 - \$56,253.35	
<b>Unit Scope:</b> Statewide Public/Private	<b>Location:</b> Contract Compliance, Human Capital Strategies (N185), 1 John Fitch Plaza, Trenton, NJ 08625	<b>Workweek:</b> NE	<b># Vacancies:</b> 2

### Job Description

The major goal of the Office of Contract Compliance Construction Unit is to ensure equal employment opportunities on public works projects. Specifically, through enforcement, education and collaboration the Contract Compliance Construction Unit ensures that any firm contracting with a public agency in the State of New Jersey offers a fair chance for qualified minorities and women tradesperson to be employed. Towards that end the Contract Compliance Construction Unit monitors the labor workforce of public works projects awarded by the State, county and municipal governmental agencies as well as provides technical assistance to contractors, public agencies and the public.

The major goal and responsibility of an Affirmative Action Specialist Trainee assigned to the Office of Contract Compliance Construction Unit is to accurately and completely monitor a contractor's labor workforce, by both reviewing the contractor's submissions and by regularly visiting the construction site to ensure that the applicable provisions of the Law Against Discrimination and its regulations, are properly adhered to. An additional goal of the Affirmative Action Specialist Trainee is to recognize those situations in which there may be violations and to promptly advise the supervisory staff so that prompt and meaningful action may be taken. Moreover, the Affirmative Action Specialist Trainee must be able to properly and efficiently utilize the Oracle database system to input all reports and other pertinent information.

#### Key Responsibilities:

- Traveling throughout the State of New Jersey to visit construction sites to ensure equal employment opportunities on public works projects.
- Will consist of mainly field work and required to the office once a week
- Will carry a caseload of 100-150 construction projects.
- Must be able to climb heights.
- Must have a valid driver's license.

### Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge and value their contribution. Statewide benefits include:

- Deferred Compensation
- Health and Life Insurance
- Public Service Loan Forgiveness (PSLF)
- 100% Tuition Reimbursement\*
- Flexible and Health Spending Accounts (FSA)/(HSA)
- Temporary Expanded PSLF (TEPSLF) Programs

*\*Pursuant to the Department's policy, procedures and/or guidelines.*

### Civil Service Commission Requirements (Education/Experience/Licenses)

**NOTE:** 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 involving the implementation of equal employment opportunity, affirmative action and/or civil rights.

**OR**

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

**ADVANCEMENT:** Appointees who successfully complete the 12-month training period will be eligible for advancement to the following title: Affirmative Action Specialist 3.

**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:**

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.

**RESUME NOTE:** Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

**SAME APPLICANTS:** If you are applying under the NJ "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: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at 609-292-4144 option 3.

**VETERANS PREFERENCE:** Are you a veteran? If so, proof your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <https://www.state.nj.us/csc/seekers/veterans>.

**TO APPLY**

**Please submit a letter of interest, transcripts and your resume through the link below:**

**Click Here to Apply:**

[\*\*Affirmative Action Specialist Trainee 2025-160\*\*](#)

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,  
Division of Human Capital Strategies.**

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.

- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

*The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.*

New Jersey Department of Labor and Workforce Development  
**PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT**

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority regarding personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

**Relative** means an individual's spouse/domestic partner/civil union partner<sup>1</sup> or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

**Consensual personal relationships** mean marriage, engagement, dating or other ongoing romantic or sexual relationships.

**Cohabitant** means non-related people who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State if a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during their employment.

☐ I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

☐ I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

<sup>1</sup> Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.

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**Do you need more space for disclosure?**   ☐ Yes   ☐ No   **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report on personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_  
Applicant/Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_