



**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**Statewide Job Vacancy**

**POSTING #:** 24-00212

**TITLE:** Research Analyst 3

**ISSUE DATE:** 6/12/2024

**TITLE CODE:** 03183

**CLOSING DATE:** 7/3/2024

**DIVISION:** Communications, Government, and Community Relation

**LOCATION:** Ewing

**UNIT SCOPE:** T530

**UNIT:** Legislative, Administrative & Regulatory Af

**RANGE:** P25

**SALARY:** \$72,014.33-\$102,361.07

**POSITION:** 1 (One)

**WORK WEEK:** 4E

**Unit Description**

About the Division: The Division of Legislative, Administrative and Regulatory Actions directs the Department's legislative agenda. collaborates with other Divisions to ensure awareness of introduced legislation; collaborate with other Divisions to implement newly enacted public laws ensuring successful implementation within the Department through both rules and regulations and policies and procedures.

**Job Description**

About the Role: The Division seeks a motivated and committed professional to serve as a Research Analyst 3. This individual will assist in the drafting, coordinating, and revision of rules and regulations, and policies and procedures that may be required to implement the statutory authority, powers, and duties imposed upon the Department. Responsibilities will include but not be limited to:

- Under the direction of senior staff, the employee drafts proposals and adoptions for new rules and rule amendments; the employee prepares all required paperwork and obtains all necessary approvals prior to filing proposals and adoptions with the Office of Administrative Law.
- Develop documents to help maintain an effective set of policies, procedures, and work instructions.
- Interface with management and employees to determine appropriate policy, procedure, and work instruction requirements.
- Remain current on policies and procedures for all business areas.
- Assist with the development of documentation requirements for new and/or changing business processes.
- Prepare for distribution a policy update, brief, or manual, as well as the procedures by which to introduce such changes.
- Perform legislative, regulatory, and administrative research pertaining to the Department's policies and procedures.
- Prepare clear, accurate, and informative reports on legislative, regulatory, and administrative research pertaining to the Department's policies and procedures, which contain findings and conclusions.
- Work with operating units and designated subject matter experts to ensure that Department policies and procedures are clear and concise.
- Research legislative and regulatory issues and provide input and assist as necessary to facilitate the development of new policies and/or amendments to existing policies.
- Collaborate with employees within the Division of Legislative, Administrative and Regulatory Actions to stay abreast of newly enacted public laws or new/amended regulations to ascertain their effect on the Department's policy and procedures.

**"PREFERENCE WILL BE GIVEN TO CANDIDATES WITH EXPERIENCE DRAFTING RULES AND REGULATIONS AND PROCEDURES."**

**Requirements**

**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.

Seven (7) years of professional experience in legal or legislative research, which shall have included the preparation of basic research and technical reports.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above - mentioned professional experience.

OR

Possession of a master's degree in public administration, Political Science, Government, or other relevant area from an accredited college or university; and two (2) years of the above - mentioned professional experience.

OR

Possession of a Juris Doctor degree or Bachelor of Laws degree from an accredited law school.

**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 only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position

**Open to the Following**

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Research Analyst 3 preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

**Residency**

All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principle residence in the State of New Jersey subject to the provisions of N.J.S.A. (L.2011, Chapter 70), also known as the "New Jersey First Act."

**Please Submit the following documents (indicating the Posting number):**

Resume, Letter of Interest

Forward Responses To:  
Natalie Mintchwarner  
Department of Transportation  
1035 Parkway Ave  
MOB 1st Floor  
Trenton NJ 08625  
[Natalie.Mintchwarner@dot.nj.gov](mailto:Natalie.Mintchwarner@dot.nj.gov)

**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
IS AN EQUAL OPPORTUNITY EMPLOYER**