



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2023 - 042 - P	<b>ISSUE DATE:</b> March 22, 2023	<b>CLOSING DATE:</b> April 19, 2023
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<b>TITLE:</b> Analyst Trainee	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Department Wide	<b>TITLE CODE:</b> 55300 <b>RANGE:</b> P95
<b>UNIT:</b> Various	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> Trenton, NJ, Lawrenceville, NJ, & Newark, NJ	<b>SALARY RANGE:</b> \$ 46,431.86 - \$ 48,531.07

### JOB DESCRIPTION

The State of New Jersey, Department of the Treasury is seeking Analyst Trainees within various units across the Department. 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. 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 one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot 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, Pension, supplemental pension plan, tax saving programs, and paid holidays.

**Positions are available within the offices listed below. A preference form must be completed and included with your submission in order to be considered. Interviews will be granted based on resume.**

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| <ul style="list-style-type: none"> <li>✦ Office of Administrative Law</li> <li>✦ Office of the Corrections Ombudsperson</li> <li>✦ Office of Management and Budget</li> <li>✦ Division of Administration</li> </ul> | <ul style="list-style-type: none"> <li>✦ Division of Property Management &amp; Construction</li> <li>✦ Division of Purchase and Property</li> <li>✦ Division of the State Lottery</li> <li>✦ Division of Revenue and Enterprise Services</li> </ul> |
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### POSITION REQUIREMENTS

- Education:** Graduation from an accredited college or university with a Bachelor's degree.
- License:** Appointees must possess a driver's license valid in New Jersey in order to perform the essential duties of the position.
- Advancement** For more information, please visit <https://info.csc.state.nj.us/jobspec/55300.htm>.



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## IMPORTANT NOTES

### SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

### Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

### 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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

### Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

### Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

## INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on April 19, 2023:**

- Cover letter/Letter of interest
- Resume
- Copy of transcript (unofficial copy reflecting credits in the required courses)
- Preference Form (must be completed in its entirety. Changes will not be accepted after submission)

### Treasury Employment Recruiter

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2023 042-P Analyst Trainee" in the Subject Line)

Submissions must be received timely to the email address listed above 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.

### THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

Antoinette Sargent (nr)  
Antoinette Sargent, Human Resource Officer

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



**NEW JERSEY DEPARTMENT OF THE TREASURY**  
**Posting # 2023-042-P Analyst Trainee Preference Form**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**Have you established NJ Veterans Preference through the NJ Civil Service Commission?**

**YES** – Proof must be included with the submission  **NO**

**Are you applying under the New Jersey “SAME Program”?**

**YES** – Proof must be included with the submission  **NO**

**Are you currently pursuing a Bachelor’s degree and expect your degree to be awarded this upcoming Spring or Summer? If so, please specify below:**

**YES**, I am scheduled to graduate in May  **YES**, I am scheduled to graduate in August  **NO**

**Opportunities are available within the offices/divisions listed below. Please review each office description and confirm your interest by selecting “interested” or “not interested” for each office. Consideration will not be given if a preference form is not submitted with your response. Changes will not be accepted once submitted.**

INTERESTED  NOT INTERESTED

**OFFICE OF ADMINISTRATIVE LAW –  
 LEGAL RESEARCH & WRITING UNIT**

Under supervision, the Analyst Trainee within the Office of Administrative Law’s Legal Research and Writing Unit will be responsible for reviewing drafts of initial and final decisions; other written administrative documents containing findings, conclusions, and recommendations for the OAL’s corps of administrative law judges. Other duties include editing documents for organization, clarity, accuracy, and consistency, using a sophisticated understanding of syntax and narration. The ideal candidate will be able to rework and reorganize legal documents, draft language to streamline judges’ writing process, ensure proper legal citations using provided style manuals, and prepare documents for submission to the Rutgers Law digital collection. This position uses LexisNexis and other electronic databases to research legal citations, including statutes, regulations, administrative decisions, and court opinions. **Positions are available in two locations: 9 Quakerbridge Plaza, Hamilton Township, NJ, and 33 Washington Street, Newark, NJ.**

PREFERRED LOCATION (Check all that apply):  HAMILTON TWP, NJ  NEWARK, NJ



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**Posting # 2023-042-P     Analyst Trainee     Preference Form**

INTERESTED      NOT INTERESTED

**OFFICE OF CORRECTIONS OMBUDSPERSON**

The Office of the Corrections Ombudsman provides independent oversight of the New Jersey prison system to ensure that people held in state custody are protected from harm, have their medical and mental health needs addressed, are treated fairly under the rules of the state Department of Corrections, have meaningful access to loved ones and legal assistance, and are engaged in productive activity to help prepare for their return to the community. The public entrusts the Office of the Corrections Ombudsman to inspect prison facilities, investigate tips and complaints, comprehensively monitor and assess conditions of confinement, work collaboratively with the Department of Corrections to resolve individual complaints and address systemic issues with policy change, and report findings publicly to the Governor, Legislature, and media. The primary responsibilities of the Analyst Trainee involve collecting and analyzing data to measure prison safety, health care, services, and living conditions, producing spreadsheets, tables, charts, graphs, and other visualizations for public consumption. The Analyst Trainee will assist the Ombudsman with preparing reports that draw on data to inform recommendations for changes in law and policy and with communications related to statistical trends and analysis, which include assisting with incarcerated individuals' design and field surveys to gather information and opinions about the population's needs, priorities, and experiences. Individuals with lived experience in the criminal justice or corrections systems are encouraged to apply.

INTERESTED      NOT INTERESTED

**OFFICE OF MANAGEMENT AND BUDGET –  
 FINANCIAL MANAGEMENT SECTION**

Under supervision, assist in the banking service competitive bidding process. Assist all aspects of the request for proposal (RFP) process including re-bid planning, RFP preparation, web posting review and approval, bank question responses, bank proposal review, cost analysis, vendor selection, formal award recommendation, implementation of new services, and transition to new vendors. Assist in the banking service RFP process to ensure the timely, efficient, and effective transition to new professional banking service contracts. Assist as a liaison between the State using agencies and the banking community to develop industry-acceptable State banking specifications and direct the bidding schedule and selection process. Assist in providing clear, well-defined specifications that promote competition, take advantage of current cost-efficient treasury service offerings, and ensure effective cash management of State funds. With guidance, monitor both active banking contract and non-contract services and support State banking relationships. Assist in providing direction to State agencies regarding their cash management needs and treasury service improvements such as online reporting, remote deposit capture, and fraud prevention services (i.e. payee validation). Assist in the development of clear, effective evaluation criteria to apply when reviewing vendor proposal responses. Assist in the development of appropriate evaluation criteria to meet specific State banking RFP requirements and goals. Help to ensure that evaluation criteria are consistent with State defined RFP requirements. Organize all banking procurement and contract documents; electronic and paper files. Develop and follow a consistent and easily understandable policy for managing all electronic documents on the shared LAN and SharePoint. Develop and follow a consistent and easily understandable policy for managing all paper files.

INTERESTED      NOT INTERESTED

**ADMINISTRATION – FISCAL & RESOURCES**

Under supervision, the Analyst Trainee within the Fiscal & Resources Unit will learn how to provide fiscal oversight and support to assigned clients and their accounts; provide fiscal and budget policy guidance and acts as the purchasing agent for all equipment, software, and supplies; ensure requests are processed in accordance with directives, regulations, and procedures of Treasury Fiscal, the Division of Purchase and Property, the Office of Management and Budget and Circular Letter requirements; process fiscal transactions, ensure adequate funding is verified and all processing is done in accordance with purchasing and accounting standards and on schedule to ensure prompt payment; maintain and analyze budget and spending information for assigned accounts; generate financial reports for internal and external use; maintain effective relationships with client agencies and vendors; and perform other related job duties. **This position requires the appointee to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.**



**NEW JERSEY DEPARTMENT OF THE TREASURY**  
**Posting # 2023-042-P    Analyst Trainee    Preference Form**

INTERESTED     NOT INTERESTED

**PURCHASE AND PROPERTY –  
DISTRIBUTION & SUPPORT SERVICES**

Under supervision, the Analyst Trainee within the Distribution & Support Services (DSS) will conduct weekly, monthly, and annual field audits inspections, or investigations of DSS' operational and financial transactions and records. Performs audits to determine compliance with regulations and accuracy and legitimacy of DSS' transactions for Selling, Buying, Warehousing, Shipping, as well as Surplus Property operations. Performs internal control reviews, periodically and annually, proactively preparing and responding to Treasury's Internal Control Assessment. Prepares weekly and monthly reports, statements, comments, and recommendations concerning DSS' standard operating procedures and internal controls investigated or reviewed. Collects, complies, reviews, interprets and evaluates functional units' submitted assertions. Logs and examines compliance references, matters, cases, and milestones. Prepares charts, graphs, reports, and other pictorial materials. Performs other duties as may be assigned. Supports Assistant Division Director in assuring compliance and effectiveness of DSS' internal controls per State/ Treasury policies, e.g. internal controls Circular Letter 19-02-OMB, DPA Circular Letter 23-09-DPP, Surplus Property Circular Letter 22-08-DPP, and other relevant circulars. Suggests and designs independent and objective internal control assessment activities (a) to add value and improve DSS' operations, and (b) to help DSS accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve DSS' effectiveness of risk management, control, and governance processes. Technically, plans and organizes weekly, monthly, and annual audit procedures of DSS' internal controls. Composes and types work correspondence. Prepares, contributes to, and submits regular and ad hoc work reports with evidentiary support. Maintains essential records and files. Updates transactions using the Enterprise Resources Planning system and any other DSS work systems.

INTERESTED     NOT INTERESTED

**PURCHASE AND PROPERTY –  
PURCHASE BUREAU**

As an Analyst Trainee under the direction of the Unit's Procurement Supervisor and Lead receives on-the-job training in all phases of the procurement process, including but not limited to Maintaining term contracts for the Procurement Bureau and current knowledge of industry information for assigned services and contracts. This includes scheduling, reviewing, evaluating, and awarding contracts. Compiling all documents without errors including accurate and precise content as specified in relevant operating procedures, checklists, and/or templates. Completing documents with proper formatting, spelling, and grammar checked, and free of conflicting or inaccurate information. Maintaining a professional and courteous customer service orientation by using agencies, vendors, and DPP staff. The Trainee will be responsive to client needs by responding to all client emails and phone calls; investigating client claims and resolving issues, and attending meetings with clients and vendors when practical. Checking the quality and accuracy of each Bid Solicitation document, Notice of Award, amendment, price list, etc. before and after posting to the web. Updating documents as required. Providing accurate updates and reports as required by the Lead, Supervisor, or Assistant Director by keeping workload spreadsheets up to date for each assigned contract and submitting monthly reports and Treasurer's Office approval requests as needed.

INTERESTED     NOT INTERESTED

**PURCHASE AND PROPERTY –  
CONTRACT COMPLIANCE & AUDIT UNIT**

Under the direction of a unit supervisor, and as it pertains to State contracting, make routine audits of state contracts, State agencies and their use of contracts, contract vendors, programs, complaints, and special assignments. Document all findings noting statutory and contract violations when appropriate. Assist senior auditors in drafting reports, including findings and recommendations, for all audits performed. Make recommendations to the supervisor for an agency/vendor corrective action plan as it pertains to findings. Under the direction of a unit supervisor, provide technical assistance to agencies to advise or establish corrective action that meets or exceeds all requirements set forth by statute, codes, and regulations. Maintains essential auditing records and files. Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units. Maintain a thorough understanding of the statute and regulations as well as the current trends in law, and communicates effectively with both in-house personnel and the general public.



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**Posting # 2023-042-P     Analyst Trainee     Preference Form**

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INTERESTED      NOT INTERESTED

**PROPERTY MANAGEMENT & CONSTRUCTION**

The New Jersey Department of the Treasury’s Division of Property Management and Construction seeks to add a new member to the team. The Division of Property Management & Construction (DPMC) is the Division within the Department of Treasury responsible for design and construction; procurement and administration; and real property management. The DPMC manages a portfolio of over 700 capital construction projects with an estimated value of \$1 billion. The DPMC also oversees building management and maintenance programs for public buildings in Trenton's Capitol Complex, and in leased spaces occupied by various Departments throughout the State. In conjunction with its responsibilities for leasing State-occupied facilities, the DPMC manages the Central Rent Account with an annual appropriation of approximately \$141 million. Members of our team assist us in conducting fair and unfettered competition in the procurement of contracts for the design and construction of public building projects, and complete the projects on schedule and within budget; provide tenants and constituents that visit State-owned and leased spaces with a clean, safe and comfortable work environment; facilitate a working partnership with all client agencies to consolidate space, and at the same time enable agencies to provide improved and more responsive services in the most cost-efficient and effective manner; integrate and coordinate procurement and administration divisional functions related to space planning, lease procurement, real estate acquisition and disposition, facilities management, as well as design and construction services. **This position requires the appointee to possess a driver’s license valid in New Jersey in order to perform the essential duties of the position.**

INTERESTED      NOT INTERESTED

**DIVISION OF THE STATE LOTTERY**

Are you looking for something fresh, exciting, and unique in civil service? Are you organized, detail-oriented, and seeking a collaborative work environment? The New Jersey Lottery is looking to add a new member to its team. The New Jersey Lottery is a rare public service opportunity that combines the personal benefits of state service with the excitement and pace of the entertainment/gaming industry. This team member will work alongside a diverse team to manage the Lottery’s draw games (Pick-3, Pick-4, Jersey Cash 5, etc.) and scratch-off tickets. You will learn the finer points of Lottery’s scratch-off ticket production cycle, which includes reviewing proposed scratch-off tickets, the corresponding print contract for the ticket run, and smoothing out the game’s rules for Commission approval. Once settled into the role you will serve as the technical expert for any new games or changes to existing games, which includes the review and analysis of proposed game rules and technical specifications. Performs other related duties as required. **This position requires the appointee to possess a driver’s license valid in New Jersey in order to perform the essential duties of the position.**

INTERESTED      NOT INTERESTED

**REVENUE AND ENTERPRISE SERVICES –  
 BUSINESS REGISTRY BUREAU**

Under the direction of a supervisor in the Business Registry bureau in the Division of Revenue and Enterprise Services (DORES), an Analyst Trainee receives on-the-job training in analytic practices/procedures and application, research and preparation of reports, and customer correspondence. The Analyst Trainee will learn various registry functions, including updates, additions, and deletions of records based on complex entity mergers, consolidation, conversion, reinstatement, dissolution/withdrawal, and corporate tax election filings. They will also learn about the business portal account (PBS) and its processes and functions. The trainee will assist with answering written and telephone registry and PBS inquiries from business owners and representatives as part of their on-the-job training. These tasks will provide practical experience and help the trainee to learn to review and analyze the public business and tax/employer registry databases and statistical reports. The trainee will learn all of the statutory requirements, processes, and programmatic elements of the Apostille/Certification process for official documents. The trainee will learn all of the various functions of the Business Certification programs, including Small Business Enterprises, Women/Minority Owned Business Enterprise, Veterans Enterprise, Disabled Veterans Enterprise, and LGBTQ+ Enterprise programs. The trainee will assist with answering written and telephone inquiries from business owners and representatives as part of their on-the-job training.