



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: October 8, 2020

CLOSING DATE: October 22, 2020

POSTING OPEN TO: () OIT EMPLOYEES IN UNIT SCOPE(S)
() STATEWIDE (STATE EMPLOYEES ONLY)
(X) GENERAL PUBLIC

TITLE: Analyst Trainee

POSTING # 2020-032

TITLE CODE: 55300

SALARY RANGE: P95 \$43,753.77 - \$45,731.91

NUMBER OF POSITIONS: 2

LOCATION: Office of Information Technology
Fiscal Management Directorate
300 Riverview Plaza
Trenton, NJ 08625

HOURS OF WORK: 8:30 a.m. – 4:30 p.m.

SPECIFIC TO THE POSITIONS:

Position 1 Budget/Cost Allocation Unit: The Analyst Trainee will assist Financial Management with the creation of cost allocation plans, work with Service Managers, align costs with services, and analyze adequate units of measure for OIT's services. This position will also assist with source file standardization, data analysis, IT system review, and the ETL process. The Analyst Trainee will review, interpret, and evaluate data or other information, and collect/compile data and other information required to complete analytic studies.

Position 2 Accounts Payable Unit: The Analyst Trainee will review, prepare and process transactions related to Financial Management responsibilities. Examples of work include but are not limited to analyzing expenditures for budget projections, review of invoice certifications for compliance, tracking and processing payments, working with vendors to resolve payment issues, auditing and processing travel vouchers, and other fiscal related duties.

DESCRIPTION OF POSITION: 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.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the appropriate journeyman title.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

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.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

FOR FOREIGN DEGREES: All non-U.S. degrees and/or transcripts from a college or university outside the U.S. must already be evaluated for accreditation and attached to your resume. Failure to comply with these requirements may result in ineligibility.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all 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. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING: Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

As a condition of employment with NJOIT, a background inquiry will be conducted.

Please visit the following URL for the NJ Application for Employment: <http://www.nj.gov/it/docs/eo/DPF-663.pdf>

Electronic Filing: Applicants are encouraged to file electronically. Forward your NJ Application for Employment, resume, cover letter, and **unofficial transcript OR foreign degree evaluation** to recruiter1@tech.nj.gov **Include the posting number in the subject line.**

Alternate Filing: If unable to file electronically, applicants may forward your NJ Application for Employment, resume, cover letter and **unofficial transcript OR foreign degree evaluation (including posting #2020-032)** to:

Heather Pursell, Manager, Human Resources
Office of Information Technology
300 Riverview Plaza, 4th Floor
P.O. Box 212
Trenton, New Jersey 08625-0212

Authorized by: _____


Lisa Blauer, Chief of Staff