

# Notice of Vacancy

**Reference Number:** DOE-083-24

**Title:** Planning Associate 1 (Statistics/Data Analysis) (IDEA Data Analyst)

**Range/Title Code:** P26/72623J

**Salary:** \$78,024.71 - \$111,000.80

**Position Number:** 950448

**Issue Date:** November 1, 2024

**Closing Date:** December 2, 2024

**Core Hours of Operation:** 7:30 a.m. – 5:30 p.m.

**Location:** Trenton, New Jersey

**Division:** Division of Educational Services, Office of Fiscal and Data Services

## Description

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Under direction of an Education Program Development Specialist 3 in the Office of Fiscal and Data Services, assists in the performance of education research by collecting, analyzing, and interpreting statistical data in order to meet changing education needs; develops educational programming by conducting analyses and evaluations of education programs, surveys, needs assessment, and related research; assists in the establishment, maintenance, and evaluation of program and fiscal data related to state and federal aid, grant applications, and allocation; performs mandated regulatory functions; is knowledgeable in and works with some independence in areas of assignments; and performs other related work as required.

The IDEA Data Analyst works to fulfill the federal reporting requirements of the Individuals with Disabilities Education Act (IDEA), which includes collecting, analyzing, and interpreting statistical data from multiple, relational databases as well as formatting outcomes for internal and external audiences.

## Requirements

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### Education

Graduation from an accredited college or university with a Master's degree in Public Administration, Educational Statistics and Measurement, Statistics, or a related field.

## Experience

Three (3) years of experience in program evaluation, statistical analysis, or psychometrics.

## Preferred Education/Experience

At least three (3) years of experience managing and manipulating data stored in relational databases; analyzing large and complex datasets using statistical software (such as STATA or R); and using data visualization software (such as Tableau or Power BI).

## Open to the Following

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In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website [info.csc.nj.gov/jobspec/72623J.htm](http://info.csc.nj.gov/jobspec/72623J.htm).

Interested candidates may apply via: <https://www.nj.gov/education/careers/>.

## Authorization to Work

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations. Note: The State of New Jersey does not provide sponsorships for work visas.

## **SAME Applicants**

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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: [nj.gov/csc/same/overview/index.shtml](http://nj.gov/csc/same/overview/index.shtml), email: [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov), or call the Civil Service Commission at (609)-292-4144, option 3.

## **EOE/AA Statement**

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The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.