



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-021-23

Title: Planning Associate 1
(Statistics/Data Analysis)
Range/Title Code: P26/72623J
Salary: \$72,836.90 - \$103,620.41
Position Number: 012006
Issue Date: February 28, 2023

Closing Date: March 28, 2023
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Finance and Business Services, Office of School Finance

Description:

Under direction of a supervisor in the Office of School Finance 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. Assists in the development of department databases and computerized systems; assists in planning the design, programming, and implementation of information systems; and performs other related work as required.

Requirements:

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: Knowledge in computer programming; expertise using SAS; demonstrated proficient in Excel, knowledge of ORACLE, ACCESS, and PowerPoint.

Open to the Following:

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: <https://info.csc.state.nj.us/jobspec/72623J.htm>.

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.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line)

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, or call the Civil Service Commission at (833) 691-0404.

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.