



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-052-23

Title: Planning Associate 1 School/Education Programs

Range/Title Code: P26/72630

Salary: \$72,836.90 - \$103,620.41

Position Number: 058404

Issue Date: May 1, 2023

Closing Date: May 29, 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 limited supervision of a supervisor in the Office of School Finance, assists in analyzing, developing, and maintaining operating and grants-in-aid budgets for state, federal, and other funding sources; assists in analyzing management systems and financial controls; assists in developing education programming by conducting analyses and evaluation of educational programs, surveys, needs assessments, and program fiscal data related to state and federal formula and discretionary grant applications and allocations; and/or assists in monitoring all financial areas for school districts; performs mandated regulatory functions; and performs other related work as required.

Analyzes, develops, and maintains departmental databases and computerized systems; conducts analyses and evaluation of education programs, surveys, needs assessments and related research; establishes, and/or develops, and conducts research studies related to school funding areas; and assists in planning the design, programming, and implementation of information systems.

Requirements:

Education: Graduation from an accredited college or university with a Master's degree in Public Administration, Educational Administration, Business Administration, Accounting, or a related field.

Note: Possession of a valid Certificate as a Certified Public Accountant issued by the New Jersey State Board of Certified Public Accountants may be substituted for the Master's degree.

Experience: Three (3) years of professional experience in school business management/accounting or private sector budgeting, accounting, or auditing.

Preferred Education/Experience: Three (3) years of experience in education; proficiency in writing computer programs in SAS or similar language; advanced proficiency in Microsoft Office Suite; ability to document programming (design) specifics, identification of problems in system design, and experience supporting web applications.

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/72630.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.