

# Notice of Vacancy – Repost

**Candidates who have previously applied do not need to reapply.**

**Reference Number:** DOE-019-24 Repost

**Title:** Planning Associate 2 (Appeals Coordinator, State Board of Examiners)

**Range/Title Code:** P28/72624

**Salary:** \$82,643.36 - \$117,769.55

**Position Number:** 012210

**Issue Date:** June 20, 2024

**Closing Date:** August 15, 2024

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

**Location:** Trenton, New Jersey

**Division:** Division of Field Support and Services, Office of Recruitment, Preparation, and Certification

## Description

---

Under direction of the Director and Coordinator of the State Board of Examiners, develops short and long-term education and/or financial plans by conducting analyses and evaluations of curricula and other education programs, surveys, needs assessments, and related research; establishes, maintains, and evaluates program and fiscal data related to state and federal aid, grant applications, and allocations; performs mandated regulatory functions; works with independence in areas of assignments; and performs other related work as required.

The Appeals Coordinator shall be responsible for supervising the credentials appeals work of the State Board of Examiners. The Appeals Coordinator assists the board coordinator in ensuring that the board functions properly and efficiently, prepares the credentials case agenda for board meetings, prepares the credentials case materials, attends board and committee meetings, and does all necessary follow-up after board meetings, including drafting decisions both for credentials and for the legal decisions of the Board; responds to correspondence and telephone inquiries about board matters, including working directly with appellants/applicants; consults with and serves as one of the liaisons with the Division of Law on legal matters; assists in the development of new certification

policies and regulations; responds to inquiries from credentials examiners and employees of the Office of Recruitment, Preparation, and Certification; serves as liaison with national certification organizations; and maintains files and databases concerning board activity.

## **Requirements**

---

### **Education**

Graduation from an accredited college or university with a Master's degree in Education or a related field.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of college. Applicants wishing to substitute additional experience for the required Master's degree, must possess a total of six (6) years of combined education and experience, in addition to the required experience cited above.

### **Experience**

Four (4) years of experience in education administration, planning, research, program evaluation, or finance.

### **Preferred Education/Experience**

Juris Doctor degree, education law experience, and knowledge of administrative procedures and certification law and regulations.

## **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 [info.csc.state.nj.us/jobspec/72624.htm](http://info.csc.state.nj.us/jobspec/72624.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

---

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

---

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.