

Notice of Vacancy

Reference Number: DOE-005-25

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

Range/Title Code: P26/72623J

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

Position Number: 101423

Issue Date: February 13, 2025

Closing Date: March 13, 2025

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

Under direction of a Planning Associate 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 Planning Associate 1 (Statistics/Data Analysis) works to maximize the usability of data to drive fiscal and program decisions both inside the New Jersey Department of Education and externally, among the 650 plus public school districts. The position supports Department initiatives through data analysis, which includes collecting, analyzing, and interpreting statistical data from multiple, relational databases, and by formatting statistical outcomes for internal and external audiences including through data visualizations.

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

At least three years 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

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.

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, email: 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.