



# 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-104-22**

**Title:** Planning Associate 2 (Statistics/Data Analysis) (IDEA Part B Data Manager)

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

**Salary:** \$79,848.66 - \$113,786.94

**Position Number:** 950448

**Issue Date:** January 13, 2023

**Closing Date:** February 10, 2023

**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 the Director, Office of Fiscal and Data Services, performs education research by collecting, analyzing, and interpreting statistical data in order to meet changing education needs; develops educational programming by conducting analyses and evaluation of educational programs, surveys, needs assessment, and related research; establishes, maintains, and evaluates program and fiscal data related to state and federal formula aid and discretionary grant applications and allocations; performs mandated regulatory functions; is knowledgeable in and works with independence in areas of assignment; and performs other related work as required.

Coordinates the New Jersey Department of Education's efforts to fulfill the federal reporting requirements of the Individuals with Disabilities Education Act (IDEA) as the Department's designated IDEA Part B Data Manager; manages cross-office work groups to ensure the timely, accurate, and high quality submission of New Jersey's special education related data; builds data literacy and capacity across the Department and in the field through presentations, memos that clearly and succinctly summarize the most relevant and actionable analytic findings, and data visualization tools and techniques; and supports efforts to evaluate special education programs to improve outcomes for children with disabilities.

#### 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:** A solid understanding of data sources, data organization, and storage, including experience as part of a data governance team or as a data steward; experience managing and submitting federal reports; designing, implementing, analyzing, and summarizing implementation of educational interventions to improve outcomes; strong knowledge of and experience with reporting and statistical software (such as STATA or R); and experience with data visualization software (such as Tableau or Power BI) and in creating data dashboards.

#### 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/72624J.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](mailto:resume3@doe.nj.gov) (include the Reference # in the subject line)

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.