

# Notice of Vacancy

**Reference Number:** DOE-029-24

**Title:** Planning Associate 2

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

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

**Position Number:** 651729

**Issue Date:** May 2, 2024

**Closing Date:** May 30, 2024

**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 State Monitors

## Description

---

Under the direction of the Director, Office of State Monitors in the Department of Education, 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; reviews Audit Summary Application (Audsum) data to determine if a school district meets the criteria for the appointment of a State monitor or forensic audit pursuant to law; analyzes data from the Annual Comprehensive Financial Report (ACFR) and Audited Management Report (AMR) and make written recommendations to management based on the data; reviews applications for advances of State aid submitted by school districts pursuant to law and make recommendations; provides training and technical assistance on fiscal issues to school districts and key stakeholders; and performs other related work as required.

## Requirements

---

### Education

Graduation from an accredited college or university with a Master's degree in Education or a related field as determined by the appointing authority.

## Experience

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

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.

## Preferred Education/Experience

Master's degree in Public Administration, Finance or Accounting; Certified Public Accountant (CPA) license; prior experience working with school district audits and a school district business office; or as a School Business Administrator; or experience working in an audit firm.

## 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](https://nj.gov/csc/same/overview/index.shtml), email: SAME@csc.nj.gov, or call the Civil Service Commission at (833) 691-0404.

## 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.