



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-092-23

Title: Planning Associate 2
(Complaint Investigator Special Education)
Range/Title Code: P28/72624
Salary: \$79,848.66 - \$113,786.94
Position Number: 904056
Issue Date: September 11, 2023

Closing Date: October 9, 2023
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Educational Services, Office of Special Education

Description:

Under direction of a supervisor in the Office of Special 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; works with the special education dispute resolution system, which includes mediation conferences, due process hearings, and complaint investigations; 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.

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

Preferred Education/Experience: A Juris Doctor (J.D) degree; four (4) years of experience practicing education law.

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.

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/72624.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.