



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

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*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

May 1, 2024

### NOTICE OF JOB VACANCY #24-170

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

**TITLE:** Research Data Analyst 2

**SALARY:** \$75,386.19 to \$107,247.18

**LOCATION:** [Office of the Attorney General](#)  
Office of Law Enforcement Professional Standards  
Analytic Unit  
25 Market Street, Trenton, NJ 08625  
(*Statewide travel required for work responsibilities.*)

**NUMBER OF POSITIONS AVAILABLE:** Three (3)

**DUTIES:** Under the limited supervision of a Research Data Supervisor or other supervisory official in the Department of Law and Public Safety (DL&PS) Office of Justice Data (OJD), Law Enforcement Professional Standards (OLEPS) or Juvenile Justice Commission (JJC), independently performs a variety of complex tasks which include advanced research and data analysis; collection of data, scheduled report maintenance, and statistical work in one or more programmatic or investigative areas, utilizing structured and unstructured data from existing reports and resources for statewide business improvement; does all related duties as required. This position may also require non-traditional work hours, on an as-needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities. Please see the Civil Service Commission (CSC) job specification for additional information at [info.csc.state.nj.us/jobspec/53052.htm](http://info.csc.state.nj.us/jobspec/53052.htm)

#### REQUIREMENTS

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience in collecting, analyzing, reporting, and disseminating large volumes of data using statistical techniques to identify trends or patterns in complex data for research projects; including or supplemented by 18 credits in social sciences, criminal justice, statistics, or a closely related field.

**OR**

Possession of a bachelor's degree from an accredited college or university, including or supplemented by 18 credits in social sciences, criminal justice, statistics, or a closely related field; and three (3) years of the above-mentioned professional experience.

**OR**

Possession of a master's degree in social sciences, criminal justice, statistics, or a closely related field; and two (2) years of the above-mentioned professional experience.

**OR**

Possession of a Ph.D. in social sciences, criminal justice, statistics, or a closely related field; and one (1) year of the above-mentioned professional experience.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**RESUME NOTE:** Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see CSC foreign degree information). Failure to do so may result in disqualification of your education towards eligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, please submit a cover letter indicating interest in job vacancy announcement #24-170, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation, (if applicable) to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) on or before the closing date of **June 1, 2024**.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

