

# Notice of Vacancy

**Reference Number:** DOE-086-24

**Title:** Planning Associate 1 (Statistics/Data Analysis) (Two positions)

**Range/Title Code:** P26/72623J

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

**Position Number:** 651731, 903816

**Issue Date:** November 22, 2024

**Closing Date:** December 20, 2024

**Core Hours of Operation:** 7:30 a.m. – 5:30 p.m.

**Location:** Trenton, New Jersey

**Division:** Division of Teaching and Learning Services, Office of Learning Equity and Academic Recovery

## Description

---

Under direction of the Director, Office of Learning Equity and Academic Recovery, 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.

By measuring educational statistics and through the collection, visualization, and analysis of data, this role in the Office of Learning Equity and Academic Recovery, will support school districts in all efforts to improve student outcomes.

## 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

Experience with statistics program language such as Statistical Analysis System (SAS) or Statistical Package for Social Sciences (SPSS); knowledge of database programs such as ORACLE/expertise in the use of data visualization and data mapping software; and knowledge in the research and interpretation of state and federal regulations.

## 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](http://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](http://nj.gov/csc/same/overview/index.shtml), email: [CSC-Same@csc.nj.gov](mailto: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.