



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-002-23

Title: Planning Associate 1

(Two positions available)

Range/Title Code: P26/72623

Salary: \$72,836.90 - \$103,620.41

Position Number: 656050, 648551

Issue Date: January 11, 2023

Closing Date: February 8, 2023

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 School Bus Safety

Description:

Under direction of the Director, Office of School Bus Safety, assists in developing short and long-term education and/or financial plans; assists in conducting analyses and evaluations of curricula and other education programs, surveys, needs assessments, and related research; assists in the establishment, maintenance, and evaluation of program and fiscal data related to state and federal aid, grant applications, and allocations; performs mandated regulatory functions; works with some independence in areas of assignments; assists in the oversight of the school busing industry to ensure adherence to federal and State laws; coordinates with other agencies to maintain accountability among school bus drivers and school bus contractors; performs other related duties.

Additional job duties may include: Establishing policies and procedures for determining if a school bus contractor should be temporarily debarred from submitting bids on student transportation contracts; evaluating pertinent information to make a recommendation regarding debarring a school bus contractor; maintaining listing school bus contractors that have been debarred; reviewing information submitted to the Department related to potential school bus drivers' criminal history; obtaining statements of assurance from school districts and school bus contractors; reviewing statements submitted by a board of education or school bus contractor verifying that a school bus driver whose driver's license has been suspended or revoked is no longer operating a school bus for the board of education or school bus contractor; coordinating with the New Jersey Motor Vehicle Commission and the Department of Law and Public Safety on the sharing of information on matters related to school bus safety; proposing regulatory changes related to school bus safety; preparing an annual report for the Commissioner of Education detailing the office's activities in the prior year.

Requirements:

Education: Graduation from an accredited college or university with a Master's degree in Education or related field.

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.

Experience: Three (3) years of experience in education administration, planning, research, program evaluation, or finance.

Preferred Experience: Previous experience related to student transportation in a state agency or school district; experience with writing and establishing policies and procedures; writing annual reports for legislative bodies; collaboration with multiple stakeholders and partners to share sensitive information; familiarity with New Jersey State Law and New Jersey Department of Education administrative code related to student transportation.

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/72623.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)

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.