

Notice of Vacancy

Reference Number: DOE-006-25

Title: Regulatory Officer 1

Range/Title Code: P26/56749

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

Position Number: 095627

Issue Date: February 21, 2025

Closing Date: March 21, 2025

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

Location: Trenton, New Jersey

Division: Division of Field Support and Services, Office of Fiscal Accountability and Compliance

Description

Under close supervision of the Manager of the Investigations Unit in the Office of Fiscal Accountability and Compliance, assists with respect to regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; and performs other related work as required.

Conducts investigations into alleged violations of educational statutes (Title 18A) and regulations (Titles 6 & 6A) involving school districts receiving state or federal funding; investigates a broad range of issues related to school boards and other district non-compliance matters; assists in advising department staff on the application and interpretation of regulatory requirements to ensure compliance and accountability; assists in coordinating formal investigations and provides support in evaluating testimony and evidence for final determinations; participates in the development and implementation of investigative policies and procedures in alignment with department directives; prepares reports to ensure compliance with applicable laws, policies, and precedents governing the administrative and regulatory jurisdiction of the unit; and evaluates and responds to constituent inquiries concerning potential district non-compliance issues, providing clear guidance and facilitating the review process to ensure concerns

are thoroughly assessed in accordance with departmental policies and regulatory standards.

Requirements

Education

Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

License: Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey. Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States.

Experience

One (1) year of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or one (1) year of experience as an attorney.

Preferred Education/Experience

A minimum of three (3) years of experience in education law, with demonstrated experience conducting investigations related to non-compliance with state and federal statutes, regulations, and policies. Experience should include interpreting and applying educational regulations, preparing investigative reports, and collaborating with legal and regulatory entities to ensure compliance and enforcement.

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/56749.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, email: 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.