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**State of New Jersey**  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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**October 18, 2023**  
**NOTICE OF JOB VACANCY**  
**#23-633**

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements indicated below:

**TITLE:** Research Data Analyst 2  
**SALARY:** \$72,836.90 to \$103,620.41  
**LOCATION:** [Juvenile Justice Commission](#)  
Office of Policy, Research, and Planning  
1001 Spruce Street Suite 202  
Ewing, New Jersey 08638

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**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. Please see the Civil Service Commission (CSC) job specification for additional information: [info.csc.state.nj.us/jobspec/53052.htm](http://info.csc.state.nj.us/jobspec/53052.htm)

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by 18 credits in social sciences, criminal justice, statistics, or a closely related field.

**EXPERIENCE:** Three (3) years of 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.

**NOTE:** Applicants who do not possess the bachelor's degree, but who do possess the specialized credits outlined above, may substitute additional experience for the remaining education (years necessary to complete the degree) on a year-for-year basis.

**NOTE:** A Master's degree in social sciences, criminal justice, statistics, or a closely related field may be substituted for one (1) year of the required experience.

**NOTE:** A Ph.D. in social sciences, criminal justice, statistics, or a closely related field may be substituted for two (2) years of the required experience.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**PREFERENCE:** Preference may be given to candidates who have completed coursework in the area of juvenile justice and/or youth development or with experience in, or knowledge of, funding procedures, or the juvenile court system.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

**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. You are also required to apply via the NJ CSC SAME website. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

This position may be eligible to telework for up to two (2) days a week as part of the JJC's Pilot Telework Program as authorized by the Civil Service Commission (CSC).

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 send a cover letter indicating interest in job vacancy announcement #23-633, unofficial college transcripts, and a current resume to the Recruitment Officer at [jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov) on or before the closing date of **November 1, 2023**.

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.

