

Notice of Vacancy

Reference Number: DOE-020-24

Title: Planning Associate 1 School/Education Programs

Range/Title Code: P26/72630

Salary: \$75,386.19 - \$107,247.18

Position Number: 918893

Issue Date: April 16, 2024

Closing Date: May 14, 2024

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 Fiscal Policy and Planning

Description

Under the supervision of a supervisory official within the Division of Finance and Business Services, Office of Fiscal Policy and Planning, assists in analyzing, developing, and maintaining operating and grants-in-aid budgets for state, federal, and other funding sources; assists in analyzing management systems and financial controls; assists in developing education programming by conducting analyses and evaluation of educational programs, surveys, needs assessments, and program fiscal data related to state and federal formula and discretionary grant applications and allocations; and/or assists in monitoring all financial areas for school districts; performs mandated regulatory functions; and performs other related work as required.

Additional job responsibilities may include: performing functions that assist staff with the effective oversight of financial reporting requirements and fiscal policies implemented by Approved Private Schools for Students with Disabilities (APSSD); assist staff responsible for the implementation and maintenance of the school-based data collection systems for budget and audit which are currently under development; and assist with the development of written correspondence related to concerns of interested parties regarding relevant statute and code.

Requirements

Education

Graduation from an accredited college or university with a Master's degree in Public Administration, Business Administration, Accounting, or a related field.

Note: Possession of a valid Certificate as a Certified Public Accountant issued by the New Jersey State Board of Certified Public Accountants may be substituted for the Master's degree.

Experience

Three (3) years of professional experience in school business management/accounting or private sector budgeting, accounting, and auditing.

Preferred Education/Experience

Advanced skills in the use of technology including database, spreadsheets, and word processing.

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/72630.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.