



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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*Attorney General*

TAHESHA L. WAY  
*Lt. Governor*

ERIN ZIPPEL  
*Chief Administrative Officer*

July 30, 2024

### NOTICE OF JOB VACANCY #24-331

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

**TITLE:** Research Data Analyst 1

**SALARY:** \$65,036.01 to \$92,158.59

**LOCATION:** [Division of Criminal Justice](#)  
Paterson Police Department  
Paterson, NJ

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the close 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), performs basic research, collects data, schedules report maintenance, and does 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: <https://info.csc.state.nj.us/jobspec/53051.htm>.

#### **REQUIREMENTS**

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional 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; including or supplemented by 18 credits in social sciences, criminal justice, statistics, or a closely related field.

#### **OR**

Possession of a bachelor's degree from an accredited college or university, including or supplemented by 18 credits in social sciences, criminal justice, statistics, or a closely related field; and two (2) years of the above-mentioned professional experience.

#### **OR**

Possession of a master's degree in social sciences, criminal justice, statistics, or a closely related field; and one (1) year of the above-mentioned professional experience.

#### **OR**

Possession of a Ph.D. in social sciences, criminal justice, statistics, or a closely related field.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

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

**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. For more information on the SAME Program please email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**RESUME NOTE:** Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

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 submit a cover letter indicating interest in job vacancy announcement #24-331, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (required of all applicants) to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) on or before the closing date of **August 30, 2024**

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.

