

Notice of Vacancy

Reference Number: DOE-063-24

Title: Planning Associate 1 (Pupil Transportation Coordinator)

Range/Title Code: P26/72623

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

Position Number: 094889

Issue Date: November 19, 2024

Closing Date: December 18, 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 School Finance

Description

Under direction of the Director, Office of School Finance, 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; and performs other related work as required.

Additional job responsibilities may include: providing guidance and technical assistance and training in the administration of student transportation contracts and related policies, working with county office staff to verify procedures, and assisting with training county and district staff to ensure proper completion of transportation contracts; performing the annual review, maintenance, and update of the District Report of Transported Resident Students (DRTRS) electronic data collection system, which includes system testing; updating the technical and policy user manuals; assisting school districts to ensure timely and accurate data submission; and identifying common characteristics and efficient transportation practices through the evaluation of the DRTRS data, district efficiency questionnaires, and corrective action plans.

Requirements

Education

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

Experience

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

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.

Preferred Education/Experience

Three (3) years of experience in Student Transportation at a state or school district level and familiarity with New Jersey's Transportation regulations and laws and/or ability to analyze data.

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.state.nj.us/jobspec/72623.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.