

Notice of Vacancy

Reference Number: DOE-074-24

Title: Planning Associate 1 (Statistics/Data Analysis)

Range/Title Code: P26/72623J

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

Position Number: 951081

Issue Date: October 24, 2024

Closing Date: November 21, 2024

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

Location: Trenton, New Jersey

Division: Division of Teaching and Learning Services, Office of Career Readiness

Description

Under direction of a supervisor in the Office of Career Readiness, assists in the performance of education research by collecting, analyzing, and interpreting statistical data in order to meet changing education needs; develops educational programming by conducting analyses and evaluations of education programs, surveys, needs assessment, and related research; assists in the establishment, maintenance, and evaluation of program and fiscal data related to state and federal aid, grant applications, and allocation; performs mandated regulatory functions; is knowledgeable in and works with some independence in areas of assignments; and performs other related work as required.

Performs work duties such as conducting statistical analysis of data, preparing statistical reports, and developing technical documents; assists in researching and analyzing demographic, labor market, and technological data used in establishing education programs and plans; provides technical assistance to local programs, developing and recommending funding criteria, competitive application procedures and review, and awarding contracts to eligible agencies; assists with the coordination and maintenance of programmatic and fiscal reporting systems, utilizing various electronic information systems used by the agency, office, or related units.

Requirements

Education

Graduation from an accredited college or university with a Master's degree in Public Administration, Educational Statistics and Measurement, Statistics, or a related field.

Experience

Three (3) years of experience in program evaluation, statistical analysis, or psychometrics.

Preferred Education/Experience

Experience using database software; experience working with both federal and state regulations; knowledge in the research and interpretation of state and federal regulations, the analysis of data, and the use of spreadsheets for budgeting, tracking, and reporting; ability to analyze trends and project future education needs and gaps; expertise in the use of data visualization and data mapping software; and the ability to analyze state and federal labor projections and identify education programs to meet these needs.

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/72623J.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.