



Philip D. Murphy
Governor

State of New Jersey
Office of the Attorney General
DEPARTMENT OF LAW AND PUBLIC SAFETY
Juvenile Justice Commission
P.O. Box 107
Trenton, New Jersey 08625-0107

Matthew J. Platkin
Attorney General

Tahesha L. Way
Lt. Governor

Jennifer LeBaron, Ph.D.
Executive Director

March 13, 2025
NOTICE OF JOB VACANCY
JJC #045-25

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

TITLE: Planning Associate 1
SALARY: \$78,024.71 to \$111,000.80
LOCATION: [Juvenile Justice Commission](#)
Office of Education
1001 Spruce Street Suite 202
Ewing, NJ 08638

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of a Planning Associate 3, manager, or other supervisory official in a state department, 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; does other related duties. Please see the Civil Service Commission (CSC) job specification for additional information: info.csc.state.nj.us/jobspec/72623.htm

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a master's degree in education or related field as determined by the appointing authority.

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.

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 the essential duties of the position.

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, or call CSC at (609) 292-4144, option 3.

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 JJC #045-25, proof of degree (if applicable), and a current resume to the Recruitment Officer at jjcrecruitment@jjc.nj.gov on or before the closing date of **March 27, 2025**.

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



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