Notice of Vacancy – Deadline Extension

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-012-22 Repost

Candidates who have previously applied do not need to reapply.

Title: Planning Associate 3 (Policy and Planning)

Range/Title Code: R30/72625F

Salary: $87,578.62 - $124,980.46

Position Number: 949286

Issue Date: August 12, 2022

Closing Date: September 23, 2022

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

Location: Trenton, New Jersey

Division: Division of Educational Services, Office of Special Education

Description:

Under direction of the Director of the Office of Special Education, supervises the analysis, development, and recommendation of education policies, plans, and priorities in order to implement state and federal laws pertaining to education programs and practices; supervises the development of education programming by conducting analyses and evaluation of education programs, surveys, needs assessment, and related research; supervises the establishment, maintenance, and evaluation of programs and fiscal data related to state and federal formula aid and discretionary grant applications and allocations; performs mandated regulatory functions; performs work of considerable difficulty and works with a high level of independence; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff.

This position is responsible for developing policy recommendations and/or administrative code for implementation of state and federal laws pertaining to special education programs and practices; analyzes relevant state and federal laws and regulations and develops policy, plans, and program recommendations for their enforcement; evaluates the impact of policy changes on programs or services; oversees the approval process for clinics and agencies and the review of the Special Education Medicaid Initiative (SEMI) program within the Office of Special Education; supports and coordinates responses to litigation related to special education within the Office of Special Education; provides assistance to districts and parents through responding to phone and written inquiries; participates in training districts on the requirements of state and federal special education statute and regulations; and performs related work as required.

Requirements:

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

Experience: Five (5) years of experience in education planning, analysis of education policy, or intergovernmental/legislative relations in the implementation of education policy and planning. Experience in education administration, research, program evaluation, or finance, experience working in a legal setting, and managing large projects are preferred.

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/72625F.htm.
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.

**Forward a cover letter and resume electronically to:**
[resume3@doe.nj.gov](mailto:resume3@doe.nj.gov) (include the Reference # in the subject line)

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.