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

Reference Number: DOE-068-22

Title: Planning Associate 2
(Statistics/Data Analysis)
Range/Title Code: P28/72624J
Salary: $79,848.66 - $113,786.94
Position Number: 012204
Issue Date: September 16, 2022

Closing Date: October 14, 2022
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Educational Services, Office of Performance Management

Description:
Under direction of the Director, Office of Performance and Management, performs education research by collecting, analyzing, and interpreting statistical data in order to meet changing education needs; develops educational programming by conducting analyses and evaluation of educational programs, surveys, needs assessment, and related research; establishes, maintains, and evaluates program and fiscal data related to state and federal formula aid and discretionary grant applications and allocations; performs mandated regulatory functions; is knowledgeable in and works with independence in areas of assignment; conducts data analysis and policy research about student performance in New Jersey; manages the yearly release of the School Performance Reports through data analysis and reporting, quality control review, design, and updating and creating resource documents and documentation; uses data analysis to inform policy development and implementation across a range of key initiatives throughout the Department of Education; performs quantitative analysis on topics such as: New Jersey’s Every Student Succeeds Act (ESSA) accountability system, New Jersey’s graduation rate and statewide assessments, and development of performance metrics to identify schools that outperform and underperform expectations as well as those that consistently fail to raise student achievement; and performs other related work as required.

Additional work may include: creating and maintaining project plans and working with other offices to ensure deadlines for projects are made; supporting the creation of data-sharing agreements with external researchers by helping to review proposals and reviewing research findings; supporting internal and external data requests by preparing comprehensive, accurate, clear, and concise reports; analyzing relevant state and federal laws and regulations and assisting in developing policy recommendations for their enforcement; establishing and maintaining liaison with education and public interest groups to inform them of Office of Performance Management activities and identifying their needs; and assisting with special projects as needed.

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 managing large projects and working with vendors, strong knowledge of and experience with reporting and statistical software (such as STATA or R), experience with data visualization software (such as Tableau or Power BI) and in creating data dashboards.
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/72624J.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 (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.