



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2023 - 118 - P	<b>ISSUE DATE:</b> August 22, 2023	<b>CLOSING DATE:</b> September 5, 2023
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<b>TITLE:</b> Planning Associate 2	<b>OPEN TO:</b> General Public
<b>FUNCTIONAL TITLE:</b> State Mediator	<b>TITLE CODE:</b> 72624 <b>RANGE:</b> P28
<b>DIVISION:</b> Office of Administrative Law	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 9 Quakerbridge Plaza, Hamilton Township, NJ	<b>SALARY RANGE:</b> \$79,848.66 - \$113,786.94

### JOB DESCRIPTION

The New Jersey Office of Administrative Law is seeking a Planning Associate 2 to serve as a State Mediator. The incumbent will serve as an independent, neutral third party to assist parents, adult students and school districts in the resolution of disputes in accordance with N.J.A.C. 6A:14-2.6.

Their duties will include:

- Being responsible to schedule and conduct mediation conferences under statute and regulation, utilizing appropriate mediation techniques, and ensuring agreements developed in mediation conform to federal and state special education law.
- Develop and write mediation agreements that include clear, concise language that reflects the agreement of the parties and conforms to applicable statutes and regulations.
- Will be required to participate as the facilitator in NJDOE Facilitated IEP meetings. This includes working with individualized education program (IEP) teams to promote effective communication and assist the team in developing a mutually acceptable, student-centered IEP.
- Accountable to respond to consumer questions and requests for clarification or explanation of regulations and statutes relevant to special education and provide clear information to assist consumers in determining the appropriate dispute resolution process for their needs.
- Provide clear, concise responses to requests for information received from school staff, parents, students, and attorneys seeking information from the Office of Special Education regarding statutes, regulations, or procedural safeguards.
- Required to maintain knowledge of current trends and practices in alternative dispute resolution and mediation.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS

**Education:** Graduation from an accredited college or university with a Master's degree in Education or a related field as determined by the appointing authority.

**Experience:** Four (4) 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 essential duties of the position.



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### IMPORTANT NOTES

**SAME  
Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**Veteran's  
Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Foreign  
Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work  
Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

### INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on September 5, 2023:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

**(Please list the "2023- 118 - P Planning Associate 2" in the Subject Line)**

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

### THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*