



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 053 - S	ISSUE DATE: April 25, 2025	CLOSING DATE: May 9, 2025
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TITLE: Planning Associate 3	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Office of Administrative Law	TITLE CODE: 72625 RANGE: R 30
UNIT: Clerk's Office	WORKWEEK: NL (35 hours)
LOCATION: 9 Quakerbridge Plaza, Hamilton, NJ	SALARY RANGE: \$93,816.41 - \$133,882.16

JOB DESCRIPTION

The New Jersey Office of Administrative Law (OAL) is seeking a Planning Associate 3 to work within their Clerk's Office at Quakerbridge Plaza. Under general supervision, the position holder will supervise the development of short and long-term education and/or financial plans by conducting analyses and evaluations of curriculum and other education programs, surveys, needs assessments, 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 mandatory regulatory functions; performs work of considerable difficulty and works with a high level of independence; supervises staff and work activities; does other related duties as required.

The incumbent may supervise the development and implementation of evaluation tools to assess the effectiveness of educational programs, training, and curriculum across school districts and regional units. Responsibilities extend to setting priorities for curriculum development and funding, ensuring effective communication with state and federal education policies. The position also entails overseeing specialized programs for targeted populations, monitoring district progress toward educational goals, and recommending improvements. Additionally, it requires maintaining partnerships with educational stakeholders and public interest groups, as well as conducting research on demographic, labor market, and technological trends to inform and adapt education programs to meet evolving needs.

The appointee may monitor the ongoing statewide implementation and evaluation of instructional programs and ensure adherence to federal law and regulations. May supervise the preparation of budgets and negotiation terms and conditions of third party grants and contracts with local education agencies and other providers. The incumbent may supervise the development of funding criteria and competitive grant application procedures for awarding contracts to eligible agencies.

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.



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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: Five (5) 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.

IMPORTANT NOTES

Open to the following: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

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 and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on May 9, 2025:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025 - 053 - S Planning Associate 3" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer