



## NEW JERSEY DEPARTMENT OF STATE

### NOTICE OF JOB VACANCY

<b>POSTING #</b> STA-2025-014	<b>OPEN TO:</b> General Public
<b>ISSUE DATE:</b> June 27, 2025	<b>CLOSING DATE:</b> July 11, 2025
<b>TITLE:</b> Planning Associate 1 Range P26/ Title Code 72623	<b>SALARY:</b> \$78,024.71 - \$111,000.80
<b>DIVISION:</b> Office of Volunteerism	<b>Location:</b> Trenton, NJ

**DEFINITION:** 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.

#### REQUIREMENTS

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

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.

#### IMPORTANT NOTICE

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B Letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <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.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

### **FILING INSTRUCTIONS**

**APPLICANT INFORMATION:** Forward a cover letter, resume, unofficial transcripts and employment application electronically to: [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov) by 5:00pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

**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 its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer