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State of New Jersey
Office of Homeland Security and Preparedness
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NOTICE OF JOB VACANCY

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| POSTING NUMBER 25-07-S | ISSUE DATE April 1, 2025 | CLOSING DATE April 15, 2025 |
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| TITLE Intelligence Analyst Apprentice | |
| LOCATION Hamilton, New Jersey or Newark, New Jersey (Location Preference Required) | SALARY \$74, 534.83 - \$105, 943.75* |

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| OPPORTUNITY | The New Jersey Office of Homeland Security and Preparedness is seeking to hire a full-time position assigned to the Intelligence Management Bureau (IMB). This position is in the <i>unclassified service</i> and applicants must meet the minimum job requirements specified below. For more information on careers at NJOHSP please visit: Careers New Jersey OHSP . |
| JOB DESCRIPTION | <p>The mission of the IMB is to provide tailored information to New Jersey communities, the private sector, federal, state, county, and local law enforcement partners by regularly engaging with the intelligence community to share information that meet state and national-level intelligence priorities and encouraging the reporting of suspicious activity to the Counter-Threat Watch (CTWatch) desk.</p> <p>Under close supervision of an Intelligence Analyst 3, or other supervisory official, receives formal on-the-job training to develop skills in conducting analytical research on highly sensitive and classified information. This includes data retrieved from various sources, findings from previous investigations, or information connected to other investigative or intelligence-gathering activities. The ideal candidate will be a team member with the ability to adapt to meet priorities and deadlines in a fast-paced, changing environment. As an IA Apprentice, the selected candidate will assist the Intelligence Collection Manager, Reports Officer, and other Intelligence Analyst, tasks will include but are not limited to learning how to:</p> <ul style="list-style-type: none"> • Assist with research, review, and analysis of open source and internal and external databases for information that meets Critical Intelligence Requirements (CIRs) prioritized in support of the NJOHSP mission, particularly in the gathering of intelligence information on alleged organization(s) or individual(s) involved in terrorism, targeted violence, or other threat related activity. • Assist with various types of searches and requests for information on law enforcement sensitive databases and information sources made available through investigative activities of others or in concert with other law enforcement organizations. • Learn how to write intelligence reports that meet the requirements of the Intelligence Collection Plan and assist with the coordination of all NJOHSP Intelligence collection requirements, as well as capturing metrics of success in an effort to gauge the effectiveness of collection operations. • Learn how to develop law enforcement sensitive products based upon collected intelligence, analyzed for trends in counterterrorism and counterintelligence for tactics, techniques and procedures, as well as coordinate with other Divisions within NJOHSP for counterterrorism, cyber, and counterintelligence analysis production. • Participate in the development/instruction/presentation of NJOHSP materials and participate in speaking engagements as directed that represent the goals of the Bureau and NJOHSP as well as learn to present oral briefings for Bureau-related presentations, such suspicious activity reporting (SARs) and intelligence collection trends to partners. • Assist NJOHSP's Operations and Analysis Bureaus in tactical investigations and analysis, as directed; interface with federal, state, and local partners pertaining to intelligence-related requests for information and deconfliction. • Attend trainings as recommended by supervisors on intelligence gathering, homeland security, terrorism, targeted violence, or other specialized areas to develop and enhance knowledge, skills and abilities. • Assist with administrative taskings for the Bureau, to include data review, collation and analysis. |

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| <p><u>REQUIREMENTS</u></p> | <p>Education: Bachelor's Degree from an accredited college or university in Political Science, Criminal Justice, International Relations, Economics, Homeland Security, or related areas of studies.</p> <p>Note: Applicants who possess a Juris Doctorate from a school of law accredited by the American Bar Association, and who have received credit for course work in international law, may substitute this degree for the required education.</p> <p>Note: Applicants who have completed a one (1) year (1800 hour) compensated/non-compensated internship with a Homeland Security Agency, federally subsidized Research Organization or Federal Agency with an intelligence mission, or State Police or Intelligence Fusion Center may apply this one (1) year internship as one (1) year of the Apprentice Program.</p> <p>Special Note: Applicants accepting employment as Intelligence Analyst Apprentice in the Office of Homeland Security & Preparedness may be required to adhere to the employment restriction that they may not pursue outside gainful employment during their tenure of employment.</p> <p>Special Note: Applicants will be required to undergo a law enforcement candidate background investigation and record review. In addition, special and top-secret security clearances by the federal government are mandated by Presidential Executive Order #12958. The Executive Order requires these procedures be adhered in order for a federal security clearance to be granted to an individual engaged in performing said duties and responsibilities.</p> <p>License: Appointees 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.</p> <p>Preference: Preference will be given to candidates that have a strong understanding of the current threat environment; Experience with data analytics and visualization; Strong research skills; Proficiency in Microsoft Office Suites (Word, Excel, PowerPoint, Outlook, Access)</p> <p>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 the U.S. equivalency.</p> <p><i>*Salary: For newly hired individuals, the starting salary will normally be at the minimum of the salary range. For current state employees, salary will be a promotional calculation.</i></p> |
| <p><u>ADVANCEMENT</u></p> | <p>Appointee's work performance will be reviewed and rated in accordance with the agency's evaluation program, at a minimum twice during each twelve (12) months of the three (3) year apprenticeship program. Upon successful completion of the thirty-six (36) month apprenticeship program, appointees will advance to the title of Intelligence Analyst 1, in accordance with New Jersey Civil Service Commission procedures.</p> <p>The inability of an employee in the Intelligence Analyst Apprentice title, to attain the required level of performance stipulated in each of the twelve (12) month apprenticeship period shall be considered cause for separation from employment.</p> |
| <p><u>SECURITY CLEARANCE REQUIREMENT</u></p> | <p>Applicants should be aware that all NJOHSP employees must be a U. S. Citizen due to the fact that they need to be eligible to obtain a Secret or Top-Secret Clearance from the federal government. U. S. citizenship is a requirement for obtaining such clearance. Additionally, a criminal and personal background investigation is conducted on all NJOHSP personnel.</p> |
| <p><u>REMOTE WORK OR ALTERNATE WORKWEEK PROGRAM</u></p> | <p>NJOHSP currently offers a hybrid work schedule up to 2 days remote work provided you meet requirements of NJOHSP's Pilot Telework Program. NJOHSP also offers a flexible work week with one day off per week or per pay period. Approval is based on nature of work and operational needs.</p> |
| <p><u>NJ RESIDENCY REQUIREMENTS</u></p> | <p>In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.</p> |
| <p><u>NJ ETHICS REQUIREMENT</u></p> | <p>Applicants accepting employment with NJOHSP are required to adhere to the Conflicts of Interest Law N.J.S.A. 52:13D-12 et seq., the Uniform Ethics Code N.J.A.C. 19:61-1.1. et seq., and LPS Supplementary Ethics Code which may limit or preclude outside activities and/or outside employment. Employees in certain positions are required to annually file financial disclosure statements.</p> |
| <p><u>EQUAL OPPORTUNITY</u></p> | <p>NJOHSP is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.</p> <p>SAME Applicants: NJOHSP participates in the "State as a Model Employer of People with Disabilities". If you are applying under the NJ "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program please visit https://nj.gov/csc/same/overview/index.shtml, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.</p> <p>NJOHSP provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application hiring process, please notify the agency via careers@njohsp.gov and request the ADA Coordinator contact you. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.</p> |
| <p><u>TO APPLY</u></p> | <p>Interested applicants should submit a letter of interest/cover letter, resume, writing sample, transcript, and State of NJ Application for Employment. All submissions must be received no later than 4 p.m. on the closing date. Failure to submit all required documentation may result in your disqualification from consideration. To apply, please click on the following link: https://njohsp.hire.trakstar.com/jobs/fk0pogn?source=Civil%20Service</p> |