



PHILIP D. MURPHY
GOVERNOR

TAHESHA L. WAY
LT. GOVERNOR

State of New Jersey
Office of Homeland Security and Preparedness
PO Box 091
TRENTON, NJ 08625-0091

LAURIE R. DORAN
DIRECTOR

NOTICE OF JOB VACANCY

POSTING NUMBER	ISSUE DATE	CLOSING DATE
25-08-S	April 7, 2025	April 21, 2025

TITLE	
Administrative Analyst 1	
LOCATION	SALARY
Hamilton, New Jersey or Newark, New Jersey (Location Preference Required)	\$56,828.70 - \$80,241.12*

<u>OPPORTUNITY</u>	The New Jersey Office of Homeland Security and Preparedness is seeking to hire a full-time position assigned to the Risk Management Bureau (RMB). 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 .
<u>JOB DESCRIPTION</u>	<p>The Risk Management Bureau identifies gaps and implements programs to build and enable homeland security and preparedness capabilities across New Jersey's public and private sectors. The bureau identifies gaps through risk-informed capability assessments, partner engagement, and data analysis. Programs are implemented by leveraging partnerships, committees and working groups. Capabilities are built and enabled by sharing protective measures, risk mitigation strategies, program resources, and funding opportunities.</p> <p>As an Administrative Analyst 1, duties will include but are not limited to:</p> <ul style="list-style-type: none">• Assist with management of NJ Shield Program, including correspondence with Shield members and upkeep of NJ Shield Portal through Salesforce.• Assist with coordination of Hometown Security Initiative events, including public and private outreach and event logistics.• Provide administrative support for statutory groups including Domestic Security Preparedness Task Force, Domestic Security Preparedness Planning Group, Infrastructure Advisory Committee, and related working groups, including meeting agenda development, member correspondence, and record-keeping.• Conduct homeland security threat and hazard research and analysis and provide recommendations as assigned.
<u>REQUIREMENTS</u>	<p>Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester-hour credits are equal to one (1) year of relevant experience.</p> <ol style="list-style-type: none">(1) Five (5) years of professional experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation of improvements in a business or government agency. OR(2) Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

	<p>Note: “Professional experience” refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession’s principles, concepts, theories, and practices; and is performed with the authority to act according to one’s own judgement and make accurate and informed decisions.</p> <p>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.</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>
<u>SECURITY CLEARANCE REQUIREMENT</u>	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.
<u>REMOTE WORK OR ALTERNATE WORKWEEK PROGRAM</u>	NJOHSP currently offers a hybrid work schedule of up to 2 days remote work provided you meet the requirements of NJOHSP’s Pilot Telework Program. NJOHSP also offers a flexible workweek with one day off per week or per pay period. Approval is based on nature of work and operational needs.
<u>NJ RESIDENCY REQUIREMENTS</u>	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.
<u>NJ ETHICS REQUIREMENT</u>	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.
<u>EQUAL OPPORTUNITY</u>	<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>
<u>TO APPLY</u>	<p>Interested applicants should submit a letter of interest/cover letter, unofficial transcript, resume, 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.</p> <p>To apply, please click the following link:</p> <p>https://njohsp.hire.trakstar.com/jobs/fk0ptp2?source=Civil%20Service</p>