



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

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| POSTING NUMBER 25-02-S | ISSUE DATE January 21, 2025 | CLOSING DATE February 4, 2025 |
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| TITLE Administrative Analyst 2 | |
| LOCATION Hamilton, New Jersey or Newark, New Jersey (Location Preference Required) | SALARY \$62,164.36 - \$88,009.21* |

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| <u>JOINING OHSP</u> | <p>If you are looking for an exciting and rewarding career in public service, then come join our team of dedicated professionals. We strive to cultivate a workplace environment that rewards innovation and creativity, and which encourages employees to be forward-thinking, collaborative, and above all, united in our common mission to keep New Jersey safe and secure.</p> <p>We offer a generous benefit package for our <u>full-time employees</u> which includes vacation, personal and sick leave as well as 13 annual paid holidays, medical, dental and prescription plans, retirement plans, life insurance, flexible spending account plans, commuter Tax\$ave program and professional development courses.</p> |
| <u>OPPORTUNITY</u> | <p>The New Jersey Office of Homeland Security and Preparedness is seeking to hire a full-time position assigned to the Grants Management Bureau. This position is in the <u>unclassified service</u> and applicants must meet the minimum job requirements specified below.</p> |
| <u>JOB DESCRIPTION</u> | <p>The Grants Management Bureau is charged with the efficient and effective management and administration of federal and state homeland security grant funding to enhance New Jersey’s capability to prevent, protect against, respond to, recover from, and mitigate acts of terrorism and other catastrophic incidents.</p> <p>As an Administrative Analyst 2 in the Grants Management Bureau, this position will support grant activities related to the five core grant phases: Planning, Application, Award, Management/Administration and Closeout.</p> <p>Duties will include but are not limited to:</p> <ul style="list-style-type: none"> • Assisting with grant research and relevant planning activities. • Participating in grant writing/grant applications. • Participating and preparing grant awards, grant agreements, memorandum of understandings. • Coordinating grant administration, management activities, to include preparing/maintaining financial reports, administer/reconcile accounts through financial systems/excel workbooks, reporting grant performance, etc. • Conducting grant applications/grant recipient workshops. • Conducting compliance monitor review of recipients to ensure compliance with federal/state regulations, as well as programmatic performances and prepare reports of findings/observations. • Examining and analyzing risks, internal controls, moderately complex reports, records, financial statements and/or systems for accuracy, completeness, and conformance to guidelines and statutes. • Performing other grant management duties as defined by the Grants Management Bureau Chief. |
| <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> |

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| | <p>Six (6) 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</p> <p>Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience. OR</p> <p>Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and one (1) year of the above-mentioned professional experience.</p> <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 judgment and make accurate and informed decisions.</p> <p>Preference: Preference may be given to candidates with grant auditing, grant management, and grant administration experience.</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>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>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 OHSP's Pilot Telework Program. NJOSHP 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.</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> |

TO APPLY

Interested applicants should submit a letter of interest/cover letter, resume, transcript, writing sample (no more than 3 pages) 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. **Applicants who previously filed for #24-19-S, Administrative Analyst 2 will be considered and need not reapply.**

To apply, please click on the following link:

<https://njohsp.hire.trakstar.com/jobs/fk0pvqc?source=Civil%20Service>