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Office of Homeland Security and Preparedness
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NOTICE OF JOB VACANCY

POSTING NUMBER: 22-23-S

STATEWIDE

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ABOUT NJOHSP

The New Jersey Office of Homeland Security and Preparedness (NJOHSP) leads and coordinates New Jersey's counterterrorism, cybersecurity, and preparedness efforts while building resiliency throughout the State. We fulfill this mission by committing ourselves to a professional ethos that is the sum of five core values:

SERVICE. We put our State and its citizens first, and we put Mission before self. We take pride in being timely, agile, and relevant.

TEAMWORK. We stand with and behind each other. We recognize that partnerships, both internal and external, are critical to achieving success. We cannot fulfill our Mission alone.

EXCELLENCE. We take great pride in the quality of our work. We do every task, every project, every initiative, to the best of our ability.

DIVERSITY. We strive to build a workforce that is as diverse as New Jersey's citizenry. We pride ourselves on encouraging diversity of thought, perspective, and problem solving.

INTEGRITY. We are committed to holding ourselves accountable to the highest moral and ethical standards in our personal and professional conduct. We can be relied upon to act with honor and truthfulness.

JOINING NJOHSP

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.

We offer a generous benefit package for our full-time employees 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.

"See Something, Say Something"
Report Suspicious Activity 1-866-4-SAFE-NJ
<https://www.njhomelandsecurity.gov>

OPPORTUNITY

We are seeking top talent for an opportunity within our office. This position is in the unclassified service and applicants must meet the minimum job requirements specified below.

POSTING #	22-23-S
TITLE	Senior Technician, Management Information Systems
ISSUE DATE	September 21, 2022
CLOSING DATE	October 3, 2022
SALARY	\$50,737.29 – \$71,553.48
LOCATION	Hamilton, New Jersey

JOB DESCRIPTION

The Information Technology Bureau is charged with managing all networks and computer systems at NJOHSP, including providing audio, video, and programming services for in-house applications and Geographic Information Systems products.

Under the direction of the NJOHSP Chief Technology Officer, the selected candidate will be responsible for:

- Managing all technical and operational help desk support to NJOHSP's user community (approximately 200 users at a time) by supporting users with issue resolution via testing, troubleshooting, and expediting where necessary.
- Maintaining and preparing reports on software and hardware inventory for NJOHSP inclusive of updating inventory list to include new IT purchases, decommissioned equipment, and licensing.
- Installing software onto computers as requested and approved, moving equipment when necessary, and in coordination with appropriate staff, participating in the setup/removal of employee computer assignment and account creation and providing hardware and software updates and upgrades to the user community.
- Providing supervisor with recommendations and quotes on new hardware purchases, specifically desktop and laptop devices and peripherals, preparing written workflows for deployment of refresh cycles and performing rotating on-call nights and weekend coverage for the helpdesk issues arising within the office.
- Assisting with user training as requested and conduct new user IT orientation for each new hire.

- Assisting with setting up personal and state-issued cell phones and updating inventory listings accordingly.
- Updating intranet website as required.

REQUIREMENTS

EDUCATION

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE

One (1) year of experience utilizing or implementing electronic information systems, analyzing information and/or developing procedures for the use of information systems, or providing user support and solving user problems in a helpdesk or related environment.

SUBSTITUTION

Note: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis.

Note: A Bachelor's degree or a Master's degree in a computer-related area may be substituted for the experience as indicated above.

Note: Twenty-four (24) credits in data processing from an accredited college may be substituted for two (2) years of the education requirement.

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.

Interested applicants should submit a cover letter, resume, transcript and writing sample). 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.

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.

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.

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.

NJ ETHICS REQUIREMENT

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.

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.

REMOTE WORK OR ALTERNATE WORKWEEK PROGRAM

NJOHSP currently offers a hybrid work schedule up to 2 days remote work provided you meet requirements of OHSP'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.

To apply, please click on the following link:

<https://njohsp.hire.trakstar.com/jobs/fk02ccl?source=Civil%20Service>