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NOTICE OF JOB VACANCY

POSTING NUMBER: 23-03-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

This position is in the unclassified service and applicants must meet the minimum job requirements specified below.

POSTING #	23-03-S
TITLE	Intelligence Analyst 1, Office of Homeland Security and Preparedness
ISSUE DATE	January 25, 2023
CLOSING DATE	February 2, 2023
SALARY	\$79,848.66 – \$91,161.42
LOCATION	Newark, New Jersey

JOB DESCRIPTION

The Intelligence Analyst 1 will be assigned to work with NJOHSP's Operations Bureau which is responsible for detecting, deterring, and preventing terrorist activities within the State of New Jersey. In this role, the Intelligence Analyst 1 will perform the following responsibilities:

- Work in conjunction with NJOHSP Detectives and other state and federal agencies in detecting and lawfully countering actions of foreign intelligence services, insiders and organizations that employ human and technical means to secure information about the U.S. which adversely affects our national and state interests.
- Provide analytical support for NJOHSP counterintelligence investigations.
- Provide investigative and analytical support to assist in the development of counterintelligence sources.
- Conduct open-source searches as well as proprietary searches in support of investigations. Run CJIS, payroll checks, etc.
- Assist with the development of outreach material such as tripwires to keep our private sector informed of potential threats to their business and proprietary information.
- Debrief sources, provide guidance on further development of sources, and cover investigative leads.
- Support the State International Travel Safety Program. Serve as back-up to provide travel briefings and counterintelligence threats to state employees traveling overseas. Assist in maintaining briefing materials and ensuring best practices remain current and relevant.
- Review NJ Suspicious Activity Reports to identify any potential counterintelligence areas needing further investigation.

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Intelligence Analyst 1, Office of Homeland Security & Preparedness

- Liaison with federal, state, and local governments on counterintelligence matters.
- Contribute to the Biotechnology Threat Focus Cell efforts and serve as one of the NJOHSP liaisons to same.
- If deployed as a Task Force Officer to the FBI, serve as a liaison between the Counter-Intelligence Task Force (CITF) and the State Counter-Intelligence (CI) program. Assist in the flow of information as it relates to assisting with the fulfillment of federal and state intelligence gaps.

REQUIREMENTS

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.

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.

EXPERIENCE

Three (3) years of experience in gathering, prioritizing, coordinating, collating reviewing, analyzing and compiling unassembled classified/highly sensitive information and data in a government or research center utilizing acceptable research methodologies and technologies with a designed application for security research projects, or national/international security programs.

Note: A Master's degree in one of the areas listed above, or in Security Studies, Foreign Service, Foreign Diplomacy, International Affairs, International Public Policy, Middle East or Arab Studies or related areas of study may be substituted for one (1) year of experience.

Special Note: Applicants accepting employment as Intelligence Analysts in the Office of Homeland Security & Preparedness, Department of Law and Public Safety may be required to adhere to the employment restriction that they may not pursue outside gainful employment during their tenure of employment.

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.

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, and writing sample (no more than 3 pages). 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.

NJ SAME Program Applicants: If you are applying under the NJ SAME Program, your supporting documents must be submitted along with your resume by the closing date of the posting.

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.

NJ RESIDENCY REQUIREMENT

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.

EQUAL OPPORTUNITY

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.

NJOHSP participates in the “State as a Model Employer of People with Disabilities” (SAME) program. For more information on the NJ SAME Program, please visit <https://nj.gov/csc/same/overview/index.shtml>

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.

To apply, please click on the following link:

<https://njohsp.hire.trakstar.com/jobs/fk0xqwp?source=Civil%20Service>