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NOTICE OF JOB VACANCY

POSTING NUMBER	ISSUE DATE	CLOSING DATE
24-07-S	March 20, 2024	April 2, 2024

TITLE	
Intelligence Analyst 1, Office of Homeland Security and Preparedness	
LOCATION	SALARY
Hamilton, New Jersey or Newark, New Jersey (Location Preference Required)	\$82, 643.36 - \$94, 352.09

<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 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.</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 Intelligence 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 mission of the Intelligence Management Bureau is to provide tailored information to New Jersey communities, the private sector, and 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 Counterterrorism Watch (CTWatch) desk.</p> <p>The selected candidate will work with the Intelligence Management Bureau within the Intelligence and Operations Division but will also be a resource to assist the Operations and Analysis Bureaus within the Division on a case-by-case basis. The selected candidate will assist the Intelligence Collection Manager with tasks to include, but not limited to:</p> <ul style="list-style-type: none">• Collecting, organizing and analyzing intelligence from various sources, as well as writing intelligence reports.• Researching, reviewing, and analysis of open source and law enforcement databases, as well as internal databases for information that meets the Critical Intelligence Requirements (CIRs) prioritized in support of the NJOHSP mission.• Writing intelligence reports that meet the requirements of the Intelligence Collection Plan.• Coordination of all NJOHSP Intelligence collection requirements and capturing metrics of success in an effort to gauge the effectiveness of collection operations.• Developing law enforcement sensitive products based upon collected intelligence, analyzed for trends in counterterrorism for tactics, techniques and procedures, as well as coordinating with other Divisions within the New Jersey Office of Homeland Security and Preparedness (NJOHSP) for cyber and counterintelligence analysis production.

	<ul style="list-style-type: none"> • Serving as instructor/briefer for Bureau-related presentations, such suspicious activity reporting (SARs) and intelligence collection trends to partners. • Participating in the development/instruction/presentation of NJOHSP materials and participate in speaking engagements as directed that represent the goals of the Bureau and NJOHSP. • Assisting NJOHSP's Operations and Analysis Bureaus in tactical investigations and analysis. • Interfacing with federal, state, and local partners pertaining to intelligence-related requests for information and deconfliction.
REQUIREMENTS	<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>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.</p> <p>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.</p> <p>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.</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>Preference: The ideal candidate will have a background in intelligence, homeland security, criminal justice and a basic understanding of the current threat environment. Ability to adapt easily to meet priorities and deadlines in a fast-paced changing environment also preferred. Must be proficient in Microsoft Suite Applications (Word, Excel, PowerPoint, Outlook).</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>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.</p> <p>Interested applicants should submit a Letter of Interest, Resume, Writing Sample, 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>

<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. <i>The inability to obtain or maintain the required clearance will be a basis for dismissal from employment.</i>
<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 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.
<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>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</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>To apply, please click on the following link:</p> <p>https://njohsp.hire.trakstar.com/jobs/fk0vd54?source=Civil%20Service</p>