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Office of Homeland Security and Preparedness  
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### NOTICE OF JOB VACANCY

<b>POSTING NUMBER</b> 23-27-S	<b>ISSUE DATE</b> November 30, 2023	<b>CLOSING DATE</b> December 14, 2023 Extended until 1/5/24
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<b>TITLE</b> Analyst Trainee	
<b>LOCATION</b> Hamilton, New Jersey or Newark, New Jersey (Location Preference Required)	<b>SALARY</b> \$48,056.98 - \$50,229.66

<b><u>JOINING OHSP</u></b>	<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>
<b><u>OPPORTUNITY</u></b>	<p>The New Jersey Office of Homeland Security and Preparedness (NJOHSP) is seeking to fill a full-time position for the Grants Management Bureau. This position is in the <u>unclassified service</u> and applicants must meet the minimum job requirements specified below.</p>
<b><u>JOB DESCRIPTION</u></b>	<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 Analyst Trainee 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"><li>• Learn to assist with grant research and relevant planning activities.</li><li>• Learn to prepare and administer grant applications and grant recipient workshops.</li><li>• Learn to prepare and administer scoring criteria for the competitive grant program to identify and prioritize nonprofit organizations at the greatest risk of an act of terror.</li><li>• Assist in preparing grant awards, grant agreements and memorandums of understanding.</li><li>• Assist in coordinating grant administration and management activities, to include preparing and maintaining financial reports, administering, and reconciling accounts through financial systems, excel workbooks, reporting grant performance status, etc.</li><li>• Assist with compliance monitoring of recipients to ensure compliance with state regulations, as well as programmatic performances and prepare reports with findings and observations.</li><li>• Perform other grant management duties as defined by the Grants Management Bureau Chief.</li></ul>
<b><u>REQUIREMENTS</u></b>	<p><b>Education:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>Preference:</b> May be given to those with experience involving the review/analysis, and evaluation of budget/grants, organization, administrative practices, operational methods, management operations, or data</p>

	<p>processing applications, or any combination thereof, which shall include the recommendation, planning, and/or implementation of improvements in business/government agency.</p> <p><b>Advancement:</b> Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Administrative Analyst 1. The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.</p> <p><b>License:</b> 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><b>Resume Note:</b> 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><b>NJ SAME Program Applicants:</b> 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><b>Interested applicants should submit a Letter of Interest/Cover Letter, Resume, Unofficial 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.</b></p>
<b><u>SECURITY CLEARANCE REQUIREMENT</u></b>	<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. <i>The inability to obtain or maintain the required clearance will be a basis for dismissal from employment.</i></p>
<b><u>REMOTE WORK OR ALTERNATE WORKWEEK PROGRAM</u></b>	<p>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.</p>
<b><u>NJ RESIDENCY REQUIREMENTS</u></b>	<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>
<b><u>NJ ETHICS REQUIREMENT</u></b>	<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>
<b><u>EQUAL OPPORTUNITY</u></b>	<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 <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a></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 <a href="mailto:careers@njohsp.gov">careers@njohsp.gov</a> and request the ADA Coordinator contact you. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.</p>
<b><u>TO APPLY</u></b>	<p>To apply, please click on the following link:  <a href="https://njohsp.hire.trakstar.com/jobs/fk0v33o?source=Civil%20Service">https://njohsp.hire.trakstar.com/jobs/fk0v33o?source=Civil%20Service</a></p>