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

<b>POSTING NUMBER</b> 24-11-S (REPOST)	<b>ISSUE DATE</b> August 1, 2024	<b>CLOSING DATE</b> August 15, 2024
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<b>TITLE</b> Administrative Analyst 3	
<b>LOCATION</b> Hamilton, New Jersey or Newark, New Jersey (Location Preference Required)	<b>SALARY</b> \$78,024.71 - \$111,000.80*

<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 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>
<b><u>OPPORTUNITY</u></b>	<p>The New Jersey Office of Homeland Security and Preparedness is seeking to hire full-time positions assigned to the Training and Exercise Bureau. These positions are 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 Training and Exercise Bureau (TEB) serves as the central state agency responsible for developing, administering, and coordinating training and exercises for homeland security stakeholders in cooperation with all levels of government, law enforcement, emergency management, non-profit organizations, and private sector partners. The TEB mission is to strengthen capabilities across the state to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.</p> <p>As an Administrative Analyst 3, the selected candidate(s) will support activities for the Active Shooter and Exercise Teams.</p> <p>The Active Shooter Team focuses on preparing first responders, private sector partners and communities across New Jersey for active shooter incidents through the development, coordination, and delivery of educational programs; collaborating with partners on developing standardized protocols across multiple disciplines; and the creation of resources. Duties and responsibilities will include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Develop, manage, and/or coordinate the delivery of Active Shooter Response instructor-led and virtual training seminars with New Jersey Shield, houses of worship, and critical infrastructure partners.</li> <li>• Review, analyze, and evaluate the efficiency of Active Shooter preparedness activities, courses, programs, and processes; when required, develop, and provide leadership with recommendations for changes and/or revisions.</li> </ul>

- Analyze active shooter incident after action reports and the annual FEMA Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR) and input provided by statewide partners to identify and recommend methods to address planning, operational, training and exercise capability gaps related to active shooter preparedness across the state.
- Manage and/or serve as an NJOHSP representative on statewide multi-jurisdictional and multi-discipline working groups focused on statewide Active Shooter preparedness efforts. (i.e., New Jersey Standardized Active Violence Event Response [NJ SAVER] program).
- Collaborate with multi-jurisdictional partners across the state on the identification, development, and implementation of active shooter preparedness initiatives: Bleeding Control Kits; Active Shooter/Hostile Event Emergency Action Plans; etc.
- Record, analyze and report statistical data on active shooter initiatives.
- Identify, oversee, and track funding utilized for programs, systems, and equipment.
- Analyze new legislation and ensure active shooter preparedness initiatives and provided resources adhere to legal requirements.
- Attend and represent NJOHSP at meetings, conventions, symposiums, and/or other opportunities relevant to the Training and Exercise Bureau programs and initiatives.

The Exercise Team aims to build preparedness for threats and hazards by testing and validating plans, policies, procedures, and capabilities through discussion- and operational-based exercises related to counterterrorism, cybersecurity, and resiliency. They identify resource requirements, capability gaps, strengths, areas for improvement, and potential best practices. They accomplish this by working with representatives from the public and private sectors, and all levels of government to develop various security exercise programs. Duties and responsibilities will include but are not limited to:

- Design and deliver discussion and operations-based exercises throughout the state.
- Review, analyze, and evaluate the efficiency of exercise activities, programs, and processes; when required, develop, and provide leadership with recommendations for changes and/or revisions.
- Analyze the annual FEMA Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR) and input provided by statewide partners to identify and recommend methods to address exercise capability gaps across the state.
- Record, analyze and report statistical data on exercise unit activities.
- Identify, oversee, and/or track funding of systems and equipment utilized for exercises.
- Analyze new legislation and ensure exercises and improvement plan recommendations adhere to legal requirements.
- Attend and represent NJOHSP at meetings, conventions, symposiums, and/or other opportunities relevant to the Training and Exercise Bureau programs and initiatives.

**REQUIREMENTS**

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.

- (1) Seven (7) 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 the recommendation, planning, and/or implementation of improvements in a business or government agency. OR
- (2) Possession of a bachelor’s degree from an accredited college or university; and three (3) years of the above-mentioned professional experience. OR

	<p>(3) Possession of a master’s degree in Public Administration, Business Administration, Economics, Finance or Accounting; and two (2) years of the above-mentioned professional experience.</p> <p><b>Note:</b> “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 judgement and make accurate and informed decisions.</p> <p><b>License:</b> 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><b>Preference:</b> Preference will be given to candidates with Law Enforcement and/or military experience; Experience in design, development, facilitation, and evaluation of HSEEP consistent exercises; and completion of FEMA’S Master Exercise Practitioner Program.</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, Resume and <a href="#">State of NJ Application for Employment</a>. 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. <i>Applicants who previously filed for this posting will be considered and need not reapply.</i></b></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><b><u>SECURITY CLEARANCE REQUIREMENT</u></b></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><b><u>REMOTE WORK OR ALTERNATE WORKWEEK PROGRAM</u></b></p>	<p>NJOHSP currently offers a hybrid work schedule of up to 2 days remote work provided you meet the requirements of NJOHSP’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>
<p><b><u>NJ RESIDENCY REQUIREMENTS</u></b></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><b><u>NJ ETHICS REQUIREMENT</u></b></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><b><u>EQUAL OPPORTUNITY</u></b></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>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>
<p><b><u>TO APPLY</u></b></p>	<p>To apply, please click on the following link:  <a href="https://njohsp.hire.trakstar.com/jobs/fk0vc3i?source=Civil%20Service">https://njohsp.hire.trakstar.com/jobs/fk0vc3i?source=Civil%20Service</a></p>