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Office of Homeland Security and Preparedness
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NOTICE OF JOB VACANCY

POSTING NUMBER 24-09-S	ISSUE DATE April 10, 2024	CLOSING DATE <i><u>This announcement will remain open until all vacancies are filled.</u></i>
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TITLE State Critical Infrastructure Coordinator	
LOCATION Newark, New Jersey (ONLY) (Statewide Travel Required)	SALARY \$86, 546.27 - \$123, 424.67*

<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 <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>
<u>OPPORTUNITY</u>	The New Jersey Office of Homeland Security and Preparedness is seeking to hire a full-time position assigned to the Infrastructure Security Bureau. This position is in the <u>unclassified service</u> and applicants must meet the minimum job requirements specified below.
<u>JOB DESCRIPTION</u>	<p>The mission of the Infrastructure Security Bureau is to prioritize and facilitate the completion of physical security assessments, analyze data to identify common vulnerabilities, share assessment data/related reports with partner bureaus and local/state partners, manage the State Asset Database, and manage the Protected Critical Infrastructure Information program.</p> <p>The State Critical Infrastructure Coordinator’s duties will include, but are not limited to:</p> <ul style="list-style-type: none"> • Conduct facility security and/or vulnerability assessments at designated Critical Infrastructure/Key Resource sites within the assigned area of responsibility in support of the state's Risk Management Program. • Produce relevant reports or other products related to assessments conducted at Critical Infrastructure/Key Resource sites in support of State decision makers, or in response to facility owner/operator requests. • Liaise between county Counterterrorism and/or Infrastructure Coordinators, county Office of Emergency Management (OEM) Coordinators, and facility owner/operator corporate security. • Identify and recommend target hardening measures and security procedures at designated Critical Infrastructure/Key Resource sites in consultation with relevant county Counter-Terrorism Coordinators, municipal law enforcement agencies, and private security personnel. • Maintain accuracy of the critical infrastructure and key resources database within assigned area of responsibility, utilizing appropriate criteria developed by the Office of Homeland Security and Preparedness.

	<ul style="list-style-type: none"> Assist the county Counter-Terrorism Coordinator with coordination of countermeasure Implementation plans based upon current intelligence, knowledge of critical infrastructure, knowledge of special events, or a shift in the federal Homeland Security Advisory System. Ensure that all required assessment, vulnerability, and related data is entered into appropriate databases and information-sharing systems. Will be required to learn to utilize various types of electronic and/or manual recording and information networking systems used in the performance of assigned duties, and or additional duties as determined by the Bureau Chief.
<p><u>REQUIREMENTS</u></p>	<p>Education: Graduation from an accredited college with a Bachelor's degree.</p> <p>Experience: Four (4) years of experience in a law enforcement agency, government research center, private security corporation, or in the military service conducting tactical operations and performing vulnerability and risk assessment studies in concert with the development and implementation of protection plans and Identified buffer zone areas for catastrophic disasters or events.</p> <p>Note: Applicants who do not possess the required education may substitute additional experience on a year for year basis.</p> <p>Preference: Preference will be given to candidates that have received certifications/certificates related to Infrastructure Protection, Security Assessments, and Physical Security. (e.g., Texas A&M Engineering Infrastructure Protection Certificate, Crime Prevention through Environmental Design (CPTED), Security Assessment Specialist, etc.).</p> <p>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.</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><i>*Salary: For newly hired individuals, the starting salary will normally be at the minimum of the salary range. For current state employees, salary upon promotion or advancement will be a promotional calculation.</i></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/Cover Letter, 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>
<p><u>SECURITY CLEARANCE REQUIREMENT</u></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. <i>The inability to obtain or maintain the required clearance will be a basis for dismissal from employment.</i></p>
<p><u>REMOTE WORK OR ALTERNATE WORKWEEK PROGRAM</u></p>	<p>NJOHSP currently offers a hybrid work schedule of up to 2 days remote work provided you meet the 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 the nature of work and operational needs.</p>
<p><u>NJ RESIDENCY REQUIREMENT</u></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><u>NJ ETHICS REQUIREMENT</u></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><u>EQUAL OPPORTUNITY</u></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. 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>

	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.
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To apply, please click on the following link: https://njohsp.hire.trakstar.com/jobs/fk0vtd7?source=Civil%20Service
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