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

<b>POSTING NUMBER</b> 24-23-S	<b>ISSUE DATE</b> November 1, 2024	<b>CLOSING DATE</b> November 15, 2024
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<b>TITLE</b> Cybersecurity Analyst 1 (Intelligence Analyst Apprentice)	
<b>LOCATION</b> Hamilton, Ewing, or Newark, New Jersey (Location Preference Required)	<b>SALARY</b> \$74, 534.83 - \$105, 943.75*

<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>	The New Jersey Office of Homeland Security and Preparedness is seeking to hire a full-time position assigned to the New Jersey Cybersecurity and Communications Integration Cell (NJCCIC). This position is in the <u>unclassified service</u> and applicants must meet the minimum job requirements specified below
<b><u>JOB DESCRIPTION</u></b>	<p>The New Jersey Cybersecurity and Communications Integration Cell (NJCCIC) is a division within the New Jersey Office of Homeland Security and Preparedness (NJOHSP) responsible for leading and coordinating New Jersey's cybersecurity efforts while building resiliency to cyber threats throughout the State.</p> <p>A Cybersecurity Analyst 1 (Intelligence Analyst Apprentice) assigned to the NJCCIC will, learn and assist with performing basic to moderately complex cybersecurity work in one or more cybersecurity categories, specialty areas, or work roles to protect organizational and/or partner networks, systems, applications, and data from cyber threats. Work involves computer and network defense operations and activities, incident response and investigations, forensics, cyber threat intelligence, data analysis, security architecture and engineering, risk and vulnerability assessments, governance and compliance activities, and cybersecurity training. Duties will include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Assist in the collection, aggregation, modeling, and analysis of various and disparate internal and external cybersecurity data and telemetry sources in support of NJCCIC's mission goals and objectives.</li> <li>• Partner with internal and external parties to define requirements to aid in the implementation of databases and applications that advance the analysis capabilities and operations of the organization.</li> <li>• Conducts research and perform analysis regarding threat actor tactics, techniques, and procedures as well as best practices necessary to defend against such attacks.</li> <li>• Participate in industry groups such as Multi-State Information Sharing and Analysis Center (MS-ISAC), Department of Homeland Security - Cybersecurity and Infrastructure Security Agency) DHS-CISA, Federal Bureau of Investigations (FBI), New Jersey State Police (NJSP), and other</li> </ul>

	<p>government and industry peers and partners to gain and understand security threats and intelligence.</p> <ul style="list-style-type: none"> <li>• Assume appropriate administrative and technical responsibilities and perform other duties as assigned.</li> </ul>
<b>REQUIREMENTS</b>	<p><b>Education:</b> 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><b>Note:</b> 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><b>Note:</b> Applicants who have completed a one (1) year (1800 hour) compensated/non-compensated internship with a Homeland Security Agency, federally subsidized Research Organization or Federal Agency with an intelligence mission, or State Police or Intelligence Fusion Center may apply this one (1) year internship as one (1) year of the Apprentice Program.</p> <p><b>Special Note:</b> Applicants accepting employment as Intelligence Analyst Apprentice in the Office of Homeland Security &amp; Preparedness may be required to adhere to the employment restriction that they may not pursue outside gainful employment during their tenure of employment.</p> <p><b>Special Note:</b> 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><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>Preference:</b> Preference will be given to candidates with Bachelor's Degree from an accredited college or university, in the areas of Information Assurance, Cybersecurity, Computer Science, Information Technology Management, or related Science, Technology, Engineering, or Math (STEM) areas of studies.</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>
<b><u>ADVANCEMENT</u></b>	<p>Appointee's work performance will be reviewed and rated in accordance with the agency's evaluation program, at minimal twice during each twelve (12) months of the three (3) year apprenticeship program. Upon successful completion of the thirty-six (36) month apprenticeship program, appointees will advance to the title of Intelligence Analyst 1, in accordance with New Jersey Civil Service Commission procedures.</p> <p>The inability of an employee in the Intelligence Analyst Apprentice title, to attain the required level of performance stipulated in each of the twelve (12) month apprenticeship period shall be considered cause for separation from employment.</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.</p>
<b><u>REMOTE WORK OR ALTERNATE WORKWEEK PROGRAM</u></b>	<p>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 work week 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>

<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 EMPLOYMENT 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><b>NJ SAME Program Applicants:</b> NJOHSP participates in the “State as a Model Employer of People with Disabilities” (SAME) program. If you are applying under the NJ “SAME” program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program please visit <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a>, email: <a href="mailto:CSC-SAME@csc.nj.gov">CSC-SAME@csc.nj.gov</a> or call CSC at (609) 292-4144, option 3.</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>HOW TO APPLY</u></b></p>	<p>Interested applicants should submit <b>a cover letter, resume, writing sample and <a href="#">state of NJ application for employment</a></b>. 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><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><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>To apply, please click on the following link:</b>  <a href="https://njohsp.hire.trakstar.com/jobs/fk0p1gq?source=Civil%20Service">https://njohsp.hire.trakstar.com/jobs/fk0p1gq?source=Civil%20Service</a></p>