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State of New Jersey
Office of Homeland Security and Preparedness
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LAURIE R. DORAN
DIRECTOR

NOTICE OF JOB VACANCY

POSTING NUMBER 24-22-S	ISSUE DATE October 9, 2024	CLOSING DATE October 23, 2024
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TITLE Analyst Trainee	
LOCATION Hamilton, New Jersey	SALARY \$49,738.97 - \$51,987.70

<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 Fiscal Bureau. This position is the <u>unclassified service</u>, and applicants must meet the minimum job requirements specified below</p>
<u>JOB DESCRIPTION</u>	<p>The Fiscal Bureau ensures that state and federal financial resources are protected and distributed in a fiscally responsible manner while providing optimal services to government and private-sector partners.</p> <p>This is an excellent opportunity for someone who is looking to start their career in this field as there is opportunity for career growth. The Analyst Trainee will automatically advance to the Administrative Analyst 1 after one year of successful performance.</p> <p>Under close supervision, the Analyst Trainee will receive on-the-job training and support the Fiscal Bureau by assisting with the processing of the following:</p> <ul style="list-style-type: none"> • Monthly expenditure reports for all open Federal and State Nonprofit Security Grant Programs (NSGP). • Identify and determine funding sources for processing reimbursement to grant sub-recipient. • Federal and State NSGP reimbursement requests submitted by the NJOHSP’s Grants Management Bureau (GMB). • Review vouchers, purchase orders and other financial documents, provided by grant sub-recipient, for accuracy. • Verify the accuracy of processed fiscal transactions by grant sub-recipients. • Federal and State NSGP reimbursement requests in the Grants Tracking System (GTS) and Grants Management System (GMS). • Process all grant adjustments and closeouts in the New Jersey Comprehensive Financial System (NJCFS) that are submitted by the GMB. • Maintain records and files for reimbursements to grant sub-recipients. • Will be required to learn various types of electronic and/or manual recording and information systems used by the agency, or related units. (NJCFS, NJSTART, GTS, GMS).

<p>REQUIREMENTS</p>	<p>Education: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>Preference: Preference will be given to candidates with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses and/ or experience involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.</p> <p>Advancement: 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>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><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.</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 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.</p>
<p><u>NJ RESIDENCY REQUIREMENTS</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.</p> <p>SAME Applicants: 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 https://nj.gov/csc/same/overview/index.shtml, email: CSC-SAME@csc.nj.gov 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 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>
<p><u>HOW TO APPLY</u></p>	<p>Interested applicants should submit a cover letter, resume 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. To apply, please click on the following link: https://njohsp.hire.trakstar.com/jobs/fk0pm5g?source=Civil%20Service</p>