



**New Jersey Board of Public Utilities**  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625



## **NOTICE OF VACANCY**

**\*\*This position may be eligible for telework up to two days per week\*\***

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**POSTING NO.:** 11-2023

**EXISTING VACANCIES:** One (1)

**TITLE:** Deputy Division Director (Gov. Rep. 1)

**OPENING DATE:** March 2, 2023

**SALARY:** Commensurate with Experience

**CLOSING DATE:** March 23, 2023

**WORKWEEK:** 35 hours (NL)

**DIVISION/LOCATION:** Division of Reliability & Security

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**\*The Board of Public Utilities is a great place to work\***

You will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

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**GENERAL DESCRIPTION:** Under supervision of the Director in the Division of Reliability and Security, assists in managing the division specifically to oversee administrative matters involved in reviewing and rating employees; attends to administrative functions of the division in the absence of Director; and manages and tracks work assignments.

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### **WORK RESPONSIBILITIES**

- Assist in the administration and management of Division personnel and programs in support of its mission.
- Provide direction and guidance to managers and staff regarding the implementation and objectives of major projects, tasks or investigations while maintaining alignment with the Mission Statement and policy of the Agency.
- Assist Director in collaboration with other State partners, private industry and federal agencies (USDOT, FEMA, DHS and FBI) on initiatives, projects, and exercises, which serve to evaluate and strengthen New Jersey's capability to prepare for, respond to or recover from all hazards, which affect, or may impact, lifeline services.
- Act on behalf of the Director as the Agency's Emergency Management Official in collaboration with Division Chief, Emergency Management; maintains close liaison with the State Police Office of Emergency Management, NJCCIC, and utility sectors to

effectively execute the Board's responsibilities outlined in the State's Emergency Response Plan.

- Recommend new technical approaches and methodologies to improve processes; including outage mapping, incident reporting, social media and investigative procedures.
- Act as division custodian of the Continuity of Operations Plan and Cybersecurity Compliance Reports.
- Responsible for execution of the Division's obligations in the Memorandum of Understanding with the New Jersey Cyber Security Communication and Integration Cell. Act as liaison with State CISO.
- Assist the Director in conduct of major investigations related to violations of the Pipeline Safety or Underground Facility Protection Act, or matters involving critical utility infrastructure security or failures.
- Take the lead on Federal and State cyber security issues; assist in the oversight of policy and application of cyber security issues; serves as high-level liaison for NJ cyber security statewide programs; provides support and collaboration on Federal and Regional Policy.
- Monitor emerging threats and trends in physical security and cyber security as relates to Lifeline sectors.
- Prepare presentations in support of the Division positions in order to brief the Executive Director, and BPU Commissioners in connection with BPU Agenda Meetings and present agenda items, as necessary and appropriate on behalf of the Division.

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## **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree. An advanced degree is preferred but not required.

**EXPERIENCE:** Five (5) years' experience in a managerial/supervisory capacity. Security clearance required. Candidate must have familiarity with COOP, THIRA, physical infrastructure risk, pipeline safety, underground damage prevention, emergency management and incident command.

**NOTE:** Given the emergence of cyber and digital threats, familiarity and experience with cybersecurity in lifeline services will be a plus.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

**OPEN TO THE FOLLOWING:** Open to New Jersey residents.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey.

**WORK AUTHORIZATION:** Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit the following website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) or call at 833-691-0404.

**HOW TO APPLY:** Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript/diploma indicating the date the degree was conferred, if applicable, the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#)). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities  
Office of Human Resources  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625  
[humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov)**

*Visit us at <https://nj.gov/bpu/>*

*The New Jersey Board of Public Utilities is an Equal Opportunity Employer.*