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### NOTICE OF JOB VACANCY

POSTING NUMBER	ISSUE DATE	CLOSING DATE
23-10-S	April 24, 2023	May 12, 2023

TITLE	LOCATION
Governor's Fellow (X98)	Hamilton or West Trenton, NJ
NUMBER OF POSITIONS AVAILABLE	SALARY
One (1)	\$75,000

<b><u>OPPORTUNITY</u></b>	<p>The New Jersey Governor's Fellowship Program is aimed at attracting and retaining a diverse pool of qualified individuals interested in pursuing a career in public service. The program offers an opportunity for emerging professionals to be hired into position in key policy/programmatic areas supporting the goals of the Administration, while putting the selected Fellow on a career path in state government.</p> <p>The New Jersey Office of Homeland Security (NJOHSP) is seeking top talent for an opportunity to serve as a Governor's Fellow within our office. This position is in the unclassified service and applicants must meet the minimum job requirements specified below.</p>
<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. The selected fellow will report to the Acting Deputy Director &amp; NJCCIC Director and will be assigned specific policy and programmatic goals that NJOHSP would like to achieve. Responsibilities will include but are not limited to:</p> <ul style="list-style-type: none"><li>• Reviews and analyzes NJOHSP existing policies, procedures, and processes to determine whether they are meeting the objectives and goals of the department and comply with applicable laws, rules, and regulations.</li><li>• Develops and performs special studies, research, and/or projects which require the analysis of requests and statistics in highly sensitive areas; makes recommendations regarding appropriate action.</li><li>• Assist in establishing cybersecurity requirements that each county and municipality would implement to exponentially increase the security of elections infrastructure and processes in New Jersey.</li><li>• Identifies and analyzes various recurring problems within the unit or program area, and makes recommendations to resolve such problems.</li><li>• Serves as a liaison and works closely with other departments and agencies regarding policy and program matters; provides technical information and advice.</li><li>• Assist NJOHSP Senior Management in helping to complete, further refine, and develop real world strategies to make changes within the organization.</li><li>• Prepares and presents informative programs to various groups including the public, government and private agencies, and others interested in the mission, goals, programs, and plans of the department.</li></ul>

<b><u>REQUIREMENTS</u></b>	<p><b>Education:</b> Graduation from an accredited college or university with a Master's degree</p> <p><b>Experience:</b> One or more years of a combination of established excellence in academics and/or professional achievement; proven leadership ability and potential for further growth; demonstrated commitment to public service; effective written communication skills as demonstrated by writing assignment; evidence of effective teamwork.</p> <p><b>Note:</b> Applicants may utilize college credits in combination with the indicated experience to meet the job requirements. These credits will be applied on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p><i>Applicants may also be considered if they have successfully completed military service or long-term public service work with an organization such as AmeriCorps, Teach for America or the Peace Corps. Other service will be considered on a case-by-case basis.</i></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 the essential duties of the position.</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 cover letter and resume. 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.</b></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>
<b><u>SECURITY CLEARANCE REQUIREMENT</u></b>	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.
<b><u>REMOTE WORK OR ALTERNATE WORKWEEK PROGRAM</u></b>	NJOHSP currently offers a hybrid work schedule up to 2 days remote work provided you meet requirements of OHSP's Pilot Telework Program. NJOSHSP 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.
<b><u>NJ RESIDENCY REQUIREMENTS</u></b>	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.
<b><u>NJ ETHICS REQUIREMENT</u></b>	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.
<b><u>EQUAL OPPORTUNITY</u></b>	<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>
<b>To apply, please click on the following link: <a href="http://www.njohsp.gov/careers">www.njohsp.gov/careers</a></b>	