



PHILIP D. MURPHY
GOVERNOR

TAHESHA L. WAY
LT. GOVERNOR

State of New Jersey
Office of Homeland Security and Preparedness
PO Box 091
TRENTON, NJ 08625-0091

LAURIE R. DORAN
DIRECTOR

NOTICE OF JOB VACANCY

POSTING NUMBER 24-12-S	ISSUE DATE May 22, 2024	CLOSING DATE June 14, 2024
----------------------------------	-----------------------------------	--------------------------------------

TITLE Governor's Fellow	
LOCATION Hamilton, New Jersey or Newark, New Jersey (Location Preference Required)	SALARY \$75,000.00

<u>OPPORTUNITY</u>	<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 positions 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>
<u>JOB DESCRIPTION</u>	<p>The Intelligence and Operations Division (IOD) within the New Jersey Office of Homeland Security and Preparedness (NJOHSP) consists of three bureaus: Analysis, Intelligence Management and Operations.</p> <p>The IOD's mission is to coordinate the counterterrorism (CT), counterintelligence (CI), and targeted violence (TV) efforts in the State, and to work collaboratively with the FBI Joint Terrorism Task Force (JTTF) and Counterintelligence Task Force (CITF), as well other law enforcement bodies to coordinate community outreach regarding counter-threat activities, intelligence, and information sharing.</p> <p>Within the IOD, there is an opportunity for a Fellow to directly support the Intelligence Management Bureau in the development, coordination, implementation, and maintenance of numerous high priority, profile and impact programs and initiatives related to counterterrorism, counterintelligence and targeted violence. Among these programs and initiatives are the New Jersey Suspicious Activity Reporting System (NJSARS), NJSARS-Firearms Application Cross-Check Program, New Jersey Statewide Threat Assessment Team (NJ STAT), New Jersey Statewide Intelligence Strategy (SWIS), and New Jersey Targeted Violence & Terrorism Prevention Strategy (TVTPS).</p> <p>As a Governors Fellow, responsibilities will include, but are not limited to:</p> <ul style="list-style-type: none"> • Reviewing and analyzing existing policies, procedures, and processes related to the above programs and initiatives to determine whether they are meeting the objectives and goals of the department and comply with applicable laws, rules, and regulations. • In conjunction with NJ STAT, developing/updating standardized threat assessment/threat management (TATM) trainings for local, county, and state entities. • Developing/performing special studies, research, and/or projects which require the analysis of requests and statistics in highly sensitive areas; makes recommendations regarding appropriate action. • Assisting in establishing NJ STAT county teams to develop their own county-based STAT teams. • Assisting in writing federal and state grants to strengthen state and local capabilities that prevent targeted violence and terrorism.

	<ul style="list-style-type: none"> • Assisting in authoring the statewide TVTPS and help develop programs and best practices that build new prevention capabilities and strengthen our communities. • Identifying and analyzing various recurring problems within the Bureau, IOD, or program area, and makes recommendations to resolve such problems. • Serving as a liaison and working closely with other agencies that represent the NJ STAT Steering Committee and Operations teams regarding policy and program matters; providing technical and program management service and advice. • Assisting in other IOD initiatives and information-sharing platforms that aide in CT, CI, and TV, such as NJSARS and NJSARS-Firearms Cross-Check Program, as well as the ongoing development of New Jersey’s TVTPS and SWIS. • Preparing and presenting 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.
<p>REQUIREMENTS</p>	<p>Education: Graduation from an accredited college or university with a Master’s degree. 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>Note: 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>Note: Participation in the Governor’s Fellowship Program shall not exceed one year.</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>Interested applicants should submit a Letter of Interest, Resume, Writing Sample, Unofficial Transcript, 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.</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 NJOHSP’s Pilot Telework Program. NJOHSP 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>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>

	<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>
<u>TO APPLY</u>	<p>To apply, please click on the following link: https://njohsp.hire.trakstar.com/jobs/fk0vc58?source=Civil%20Service</p>