



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	ISSUE DATE	CLOSING DATE
24-10-S	May 8, 2024	May 22, 2024

TITLE	
Program Specialist 2	
LOCATION	SALARY
Hamilton, New Jersey or Newark, New Jersey (Location Preference Required)	\$62, 836.72 - \$89, 042.11* (40-hour work week)

<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>	<p>The New Jersey Office of Homeland Security and Preparedness is seeking to hire a full-time position assigned to the Operations Bureau. This position is in the <u>unclassified service</u> and applicants must meet the minimum job requirements specified below.</p>
<b><u>JOB DESCRIPTION</u></b>	<p>The mission of the Operations Bureau is to detect and deter terrorist plots, targeted violence, sabotage of critical infrastructure, and hostile intelligence activities against New Jersey. The Operations Bureau consists of three-unit areas: the Counterterrorism Unit, the Counterintelligence Unit and the Operations Unit.</p> <p>The <b>Operations Unit</b> consists of the Public Protection Squad, the NJ Statewide Threat Assessment Team (NJSTAT) Squad, and the Interfaith Advisory Council Squad. The Public Protection Squad is responsible for target hardening efforts and their three core functions include tripwire engagements, Red Team exercises, and SHADOW deployments. The NJ STAT Squad works closely with the broader multi-agency, multi-disciplinary New Jersey Statewide Threat Assessment Team, which is aimed at preventing targeted acts of violence. The Interfaith Advisory Council Squad leads and coordinates efforts with New Jersey's faith-based partners.</p> <p>The role of the Program Specialist is to bridge the mental health/community resource system and law enforcement divide a working in our Operations Unit, New Jersey Statewide Threat Assessment Squad/Team.</p> <p>Duties will include, but are not limited to:</p> <ul style="list-style-type: none"><li>Assisting in conducting behavioral threat assessments for individuals of concern based on Federal Bureau of Investigations (FBI) pathway to violence model.</li></ul>

	<ul style="list-style-type: none"> <li>• Identifying and conveying threat management strategies to external partners who are best positioned to care for and follow up with persons of concern.</li> <li>• Conducting quality control all NJOHSP threat assessments prior to Suspicious Activity Report (SAR) closure.</li> <li>• Assisting NJOHSP threat assessment Detectives with convening county multi-disciplinary threat assessment teams and identifying social services/resources.</li> <li>• Visiting with county mental health resources, county programs (i.e., PerformCare/CMO), or child study teams to build relationships and compile a listing of available resources per county.</li> <li>• Assisting NJ STAT by identifying appropriate state/county resources and aids in their facilitation into the program.</li> <li>• Following up with the families of individuals of concern, when appropriate, to inquire if more assistance is needed.</li> </ul> <p><b>Special Note:</b> An incumbent in this class conducts in-depth analysis, reviews program proposals, evaluates and monitors program activities, and prepares recommendations aimed at developing, implementing, or modifying programs. Tasks are assigned; incumbents at this level have greater responsibility and latitude to organize assignments and may recommend methods needed to achieve objectives. Incumbents may provide guidance to lower-level staff.</p>
<p><b><u>REQUIREMENTS</u></b></p>	<p>Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <ol style="list-style-type: none"> <li>1. Six (6) years of professional experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services. OR</li> <li>2. Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience. OR</li> <li>3. Possession of a master's degree from an accredited college or university in a discipline appropriate to the position; and one (1) year of the above-mentioned professional experience.</li> </ol> <p><b>Note:</b> "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgement and make accurate and informed decisions.</p> <p><b>Preference:</b> Candidates with experience working threat assessment and threat management matters.</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>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 Letter of Interest/Cover Letter, Resume, Unofficial Transcript Writing Sample, 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.</b></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><u>SECURITY CLEARANCE REQUIREMENT</u></b></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. <i>The inability to obtain or maintain the required clearance will be a basis for dismissal from employment.</i></p>

<b><u>REMOTE WORK OR ALTERNATE WORKWEEK PROGRAM</u></b>	NJOHSP currently offers a hybrid work schedule of up to 2 days remote work provided you meet the 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 the nature of work and operational needs.
<b><u>NJ RESIDENCY REQUIREMENT</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>
To apply, please click on the following link: <a href="https://njohsp.hire.trakstar.com/jobs/fk0vnsy?source=Civil%20Service">https://njohsp.hire.trakstar.com/jobs/fk0vnsy?source=Civil%20Service</a>	