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Office of Homeland Security and Preparedness  
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**NOTICE OF JOB VACANCY**

<b>POSTING NUMBER</b> 23-12-S	<b>ISSUE DATE</b> May 17, 2023	<b>CLOSING DATE</b> June 2, 2023 (Extended)
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<b>TITLE</b> Analyst Trainee (Part-Time/Hourly/Temporary Employee Service)	<b>LOCATION</b> Hamilton, New Jersey
<b>NUMBER OF POSITIONS AVAILABLE</b> One (1)	<b>SALARY</b> \$25.00/hour

<b><u>JOINING OHSP</u></b>	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.
<b><u>OPPORTUNITY</u></b>	The New Jersey Office of Homeland Security and Preparedness (NJOHSP) is seeking to fill one (1) Temporary Employee Service part-time/hourly position within the Fiscal Bureau.
<b><u>JOB DESCRIPTION</u></b>	<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 TES/944/hourly position will support the administration of the Reproductive Health Security Grant Program. Duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Reviews vouchers, purchase orders and other financial documents, provided by grant sub-recipient, for accuracy.</li> <li>• Verifies the accuracy of processed fiscal transactions by grant sub-recipients.</li> <li>• Identifies and determines funding sources for processing reimbursement to grant sub-recipient.</li> <li>• Processes reimbursement to grant sub-recipients utilizing NJCFS.</li> <li>• Maintains records and files for reimbursements to grant sub-recipients.</li> <li>• Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units (NJCFS, NJSTART, etc.).</li> </ul> <p><b>The selected candidate must be available to work during weekdays, Monday to Friday between the hours of 8 a.m. to 5 p.m. If need arises, may be assigned to work on weekends.</b></p> <p><b>TES/944 employees are limited to working 944 hours in a fiscal year (July 1- June 30).</b></p> <p><b>TES/944 employees are not eligible for telework.</b></p>

<p><b>REQUIREMENTS</b></p>	<p><b>Education:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>Preference:</b> 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><b>License:</b> 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><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, Resume, Writing Sample and <a href="#">State of NJ Application for Employment</a>. 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><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.</p>
<p><b><u>NJ RESIDENCY REQUIREMENTS</u></b></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><b><u>NJ ETHICS REQUIREMENT</u></b></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><b><u>EQUAL OPPORTUNITY</u></b></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 <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>
<p><b><u>TO APPLY</u></b></p>	<p>To apply, please click on the following link:  <a href="https://njohsp.hire.trakstar.com/jobs/fk0xoxx?source=Civil%20Service">https://njohsp.hire.trakstar.com/jobs/fk0xoxx?source=Civil%20Service</a></p>