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### NOTICE OF JOB VACANCY

POSTING NUMBER	ISSUE DATE	CLOSING DATE
23-09-S	April 21, 2023	May 4, 2023

TITLE	LOCATION
Cybersecurity Analyst I (Intelligence Analyst Apprentice)	Hamilton, Ewing, or Newark, New Jersey
NUMBER OF POSITIONS AVAILABLE	SALARY
Two (2)	\$69,579.06 – \$79,352.58

<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>JOB DESCRIPTION</u></b>	<p>This position is in the <u>unclassified service</u> and applicants must meet the minimum job requirements specified below.</p> <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.</p> <p>As an Apprentice and productive worker assigned to the NJCCIC, learns and assists with performing basic to moderately complex cybersecurity work in one or more cybersecurity categories, specialty areas, or work roles to protect organizational and/or partner networks, systems, applications, and data from cyber threats. Work involves computer and network defense operations and activities, incident response and investigations, forensics, cyber threat intelligence, data analysis, security architecture and engineering, risk and vulnerability assessments, governance and compliance activities, and cybersecurity training. Examples of work are as follows:</p> <ul style="list-style-type: none"><li>• Learns to monitor, analyze, detect, and appropriately respond to cyber events and incidents impacting organizational and/or partner networks and systems.</li><li>• Learns to perform forensic analysis of digital evidence.</li><li>• Assists in the design, implementation, and operation of specialized cybersecurity tools, and technologies.</li><li>• Learns to proactively identify vulnerabilities through risk assessments, penetration testing, and vulnerability scans.</li><li>• Learns to perform and/or supports cybersecurity risk assessment of organizations.</li><li>• Assists in participating in information security compliance reviews, audits, and the remediation and mitigation of identified risks.</li><li>• Assists in creating detailed documentation regarding assessments, systems, configurations, threats, and incidents, and learns to provide recommended remediation strategies/solutions.</li></ul>

	<ul style="list-style-type: none"> <li>Assists in implementing protective or corrective measures when a cybersecurity incident or vulnerability is discovered.</li> <li>Assists in assessing threat and vulnerability information from all sources (both internal and external) and learns to implement risk mitigation controls.</li> <li>Assists in conducting research, performing analysis, and producing reports and briefings regarding threat actor tactics, techniques, and procedures as well as best practices necessary to defend against such attacks</li> <li>Collaborates, establishes, and maintains relationships with public and private sector organizations to gain and understand emerging security threats and best practices necessary to maintain an effective security posture.</li> <li>Assists in providing cybersecurity recommendations to leadership based on significant threats, vulnerabilities, and emerging trends.</li> <li>Researches, defines, develops, and maintains cybersecurity policies and standards to ensure currency with relevant laws, regulations, policies, and emerging threats.</li> <li>Promotes awareness of security issues among constituencies.</li> <li>Assists in developing and implementing cybersecurity awareness and training programs.</li> </ul>
<b><u>REQUIREMENTS</u></b>	<p><b>Education:</b> Bachelor's Degree from an accredited college or university in Political Science, Criminal Justice, International Relations, Economics, Homeland Security, or related areas of studies.</p> <p><b>Note:</b> Applicants who possess a Juris Doctorate from a school of law accredited by the American Bar Association, and who have received credit for course work in international law, may substitute this degree for the required education.</p> <p><b>Note:</b> Applicants who have completed a one (1) year (1800 hour) compensated/non-compensated internship with a Homeland Security Agency, federally subsidized Research Organization or Federal Agency with an intelligence mission, or State Police or Intelligence Fusion Center may apply this one (1) year internship as one (1) year of the Apprentice Program.</p> <p><b>Special Note:</b> Applicants accepting employment as Intelligence Analyst Apprentice in the Office of Homeland Security &amp; Preparedness may be required to adhere to the employment restriction that they may not pursue outside gainful employment during their tenure of employment.</p> <p><b>Special Note:</b> Applicants will be required to undergo a law enforcement candidate background investigation and record review. In addition, special and top-secret security clearances by the federal government are mandated by Presidential Executive Order #12958. The Executive Order requires these procedures be adhered in order for a federal security clearance to be granted to an individual engaged in performing said duties and responsibilities.</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><i>Interested applicants should submit a cover letter, resume, transcript and writing sample (no more than 3 pages). 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.</i></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>ADVANCEMENT</u></b>	<p>Appointee's work performance will be reviewed and rated in accordance with the agency's evaluation program, at minimal twice during each twelve (12) months of the three (3) year apprenticeship program. Upon successful completion of the thirty-six (36) month apprenticeship program, appointees will advance to the title of Intelligence Analyst 1, in accordance with New Jersey Civil Service Commission procedures.</p> <p>The inability of an employee in the Intelligence Analyst Apprentice title, to attain the required level of performance stipulated in each of the twelve (12) month apprenticeship period shall be considered cause for separation from employment.</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. NJOSHP 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>
To apply, please click on the following link: <a href="https://njohsp.hire.trakstar.com/jobs/fk0xrih?source=Civil%20Service">https://njohsp.hire.trakstar.com/jobs/fk0xrih?source=Civil%20Service</a>	