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### NOTICE OF JOB VACANCY

POSTING NUMBER	ISSUE DATE	CLOSING DATE
24-17-S	September 24, 2024	October 3, 2024

TITLE	
Intelligence Analyst Apprentice	
LOCATION	SALARY
Hamilton, New Jersey or Newark, New Jersey (Location Preference Required)	\$74, 534.83 - \$105, 943.75

<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 Analysis 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 Analysis Bureau provides timely, relevant, accurate, and insightful analysis regarding any threat posed by domestic extremists, foreign terrorist organizations, and nation-state actors to the State of New Jersey and the region. As an Intelligence Analyst Apprentice, duties will include but are not limited to:</p> <ul style="list-style-type: none"><li>• Learn to support the collection of intelligence analysis on the terrorist threat to the State of New Jersey, including the threat from various international and domestic terrorist groups and the threat to the critical infrastructure sectors in New Jersey.</li><li>• Assist with conducting open-source research consistent with operational collection requirements, supports daily, weekly, and monthly intelligence production requirements; reviews various publications, and other relevant open-source documents to prepare reports and essays on various subjects of interest.</li><li>• Maintain spreadsheets used for Homegrown Violent Extremists (HVE) and Domestic Terrorism (DT) maps, maintains in-house Terrorism Database (TED), updates OHSPedia, assisting with Threat Assessment Methodology by updating and organizing previous threat assessments, methodologies and cataloging previous threat assessments and other archived periodicals.</li><li>• Learn to prepare various types of reports and analytical studies on reviewed intelligence information containing findings, conclusions, and recommendations for operational briefing or for oral presentations; conducts trend analysis and conceptualizing, drafting, and briefing analytic products.</li><li>• Work with the Communications Office on the formatting products and completing requests for information (RFI) from leadership, staff and external stakeholders.</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>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><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>
<b><u>ADVANCEMENT</u></b>	<p>Appointee's work performance will be reviewed and rated in accordance with the agency's evaluation program, at a minimum 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>	<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>
<b><u>REMOTE WORK OR ALTERNATE WORKWEEK PROGRAM</u></b>	<p>NJOHSP currently offers a hybrid work schedule up to 2 days remote work provided you meet 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>
<b><u>NJ RESIDENCY REQUIREMENTS</u></b>	<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/fk0p6sa?source=Civil%20Service">https://njohsp.hire.trakstar.com/jobs/fk0p6sa?source=Civil%20Service</a></p>