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Office of Homeland Security and Preparedness
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NOTICE OF JOB VACANCY

POSTING NUMBER 25-03-S	ISSUE DATE January 30, 2025	CLOSING DATE February 13, 2025
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TITLE Part-Time/Hourly/Temporary Employee Service Minimum of 456 hours to a Maximum of 944 hours per fiscal year Compliance Monitor	
LOCATION Hamilton, New Jersey or Newark, New Jersey (Location Preference Required)	SALARY \$41.40/hour

<u>JOINING OHSP</u>	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.
<u>OPPORTUNITY</u>	The New Jersey Office of Homeland Security and Preparedness (NJOHSP) is seeking to fill Temporary Employee Service part-time/hourly positions within the Grants Management Bureau. These positions are in the <u>unclassified service</u> and applicants must meet the minimum job requirements specified below.
<u>JOB DESCRIPTION</u>	<p>The Grants Management Bureau is charged with the efficient and effective management and administration of federal and state homeland security grant funding to enhance New Jersey’s capability to prevent, protect against, respond to, recover from, and mitigate acts of terrorism and other catastrophic incidents.</p> <p>As a Compliance Monitor in the Grants Management Bureau, this position will support grant activities related to the five core grant phases: Planning, Application, Award, Management/Administration and Closeout.</p> <p>Duties will include but are not limited to:</p> <ul style="list-style-type: none"> • Assist with grant research and relevant planning activities. • Prepare and administer grant applications and grant recipient workshops. • Prepare and administer scoring criteria for the competitive grant program to identify and prioritize nonprofit organizations at the greatest risk of an act of terror. • Participate in preparing grant awards, grant agreements and memorandums of understanding. • Coordinate grant administration and management activities, to include preparing and maintaining financial reports, administering, and reconciling accounts through financial systems, excel workbooks, reporting grant performance status, etc. • Conduct compliance monitoring of recipients to ensure compliance with state regulations, as well as programmatic performances and prepare reports with findings and observations. • Perform other grant management duties as defined by the Grants Management Bureau Chief. <p>TES/944 employees are limited to working 944 hours in a fiscal year (July 1- June 30)</p> <p>TES/944 employees <u>are not</u> eligible for telework.</p> <p>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 the need arises, may be assigned to work on weekends.</p>

	<p>The selected candidate will be required to drive to field locations for compliance monitoring activities.</p> <p>TES employees will be eligible to use the office pool car for business travel.</p>
<p><u>REQUIREMENTS</u></p>	<p>Note: 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"> (1) Eight (8) years of professional experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency. OR (2) Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience. OR (3) Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and three (3) years of the above-mentioned professional experience. <p>Note: "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 judgment and make accurate and informed decisions.</p> <p>Preference: May be given to those with experience involving the review/analysis, and evaluation of budget/grants, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall include the recommendation, planning, and/or implementation of improvements in business/government agency.</p> <p>License: 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>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><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. <i>The inability to obtain or maintain the required clearance will be a basis for dismissal from employment.</i></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>SAME Applicants: NJOHSP participates in the "State as a Model Employer of People with Disabilities". If you are applying under the NJ "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program please visit https://nj.gov/csc/same/overview/index.shtml, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.</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>

TO APPLY

Interested applicants should submit a letter of interest/cover letter, resume 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.

To apply, please click on the following link: <https://njohsp.hire.trakstar.com/jobs/fk0pp8c?source=Civil%20Service>