



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
24-05-S	March 11, 2024	March 21, 2024

TITLE	
Analyst Trainee/Program Specialist Trainee	
LOCATION	SALARY
Hamilton, New Jersey or Newark, New Jersey (Location Preference Required)	\$48, 056.98 - \$50, 229.66

<u>JOINING OHSP</u>	<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 full-time employees 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>
<u>OPPORTUNITY</u>	<p>This position is in the <u>unclassified service</u> and applicants must meet the minimum job requirements specified below.</p>
<u>JOB DESCRIPTION</u>	<p>The Training and Exercise Bureau (TEB) serves as the central state agency responsible for developing, administering, and coordinating training and exercises for homeland security stakeholders in cooperation with all levels of government, law enforcement, emergency management, non-profit organizations, and private sector partners. The TEB mission is to strengthen capabilities across the state to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.</p> <p>This is an excellent opportunity for someone who is looking to start their career in this field as there is an opportunity for career growth. As a Trainee, duties will include but are not limited to:</p> <ul style="list-style-type: none">• Learn to support NJ Learn users by processing new accounts and troubleshooting account issues.• Work with supervisors and training officials to manage new/existing users.• Assist in contacting individual law enforcement (LE) agencies to verify rank and status of law enforcement users.• Learn to verify NJ Office of Emergency Medical Services (NJOEM) and NJ Division of Fire Safety certifications.• Assist state, county, and local agencies by providing direction, recommendations, and approvals for usage.• Learn to evaluate the Learning Management System's suitability, objectives, and effectiveness to the user community, file vendor complaints as needed.• Assist with recommendations and implementation of changes and revisions in training delivery content.• Assist with budget, usage proposals, and/or contract considerations.

	<ul style="list-style-type: none"> • Represent the office at meetings, conventions, symposiums, and/or other opportunities relevant to the mission of the Bureau. • Assist with all training and exercise programs, initiatives, and activities.
REQUIREMENTS	<p>Applicants must meet one of the following or a combination of both experience and education:</p> <ol style="list-style-type: none"> 1. Thirty (30) semester hour credits are equal to one (1) year of relevant experience. 2. Four (4) years of professional experience relevant to the position. 3. Possession of a bachelor's degree from an accredited college or university. <p>Note: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.</p> <p>Advancement: Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Analyst Trainee to Administrative Analyst 1 or Program Specialist Trainee to Program Specialist 1. The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.</p> <p>License: 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>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>NJ SAME Program Applicants: 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>Interested applicants should submit a Letter of Interest, Resume, 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.</p>
<u>SECURITY CLEARANCE REQUIREMENT</u>	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.
<u>REMOTE WORK OR ALTERNATE WORKWEEK PROGRAM</u>	NJOHSP currently offers a hybrid work schedule of up to 2 days remote work provided you meet requirements of OHSP'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.
<u>NJ RESIDENCY REQUIREMENTS</u>	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.
<u>NJ ETHICS REQUIREMENT</u>	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.
<u>EQUAL OPPORTUNITY</u>	<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 https://nj.gov/csc/same/overview/index.shtml 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</p>

	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.
<u>TO APPLY</u>	To apply, please click on the following link: https://njohsp.hire.trakstar.com/jobs/fk0v7d1?source=Civil%20Service