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NOTICE OF JOB VACANCY

POSTING NUMBER: 23-01-S

STATEWIDE

Pages: 1 of 5

ABOUT NJOHSP

The New Jersey Office of Homeland Security and Preparedness (NJOHSP) leads and coordinates New Jersey's counterterrorism, cybersecurity, and preparedness efforts while building resiliency throughout the State. We fulfill this mission by committing ourselves to a professional ethos that is the sum of five core values:

SERVICE. We put our State and its citizens first, and we put Mission before self. We take pride in being timely, agile, and relevant.

TEAMWORK. We stand with and behind each other. We recognize that partnerships, both internal and external, are critical to achieving success. We cannot fulfill our Mission alone.

EXCELLENCE. We take great pride in the quality of our work. We do every task, every project, every initiative, to the best of our ability.

DIVERSITY. We strive to build a workforce that is as diverse as New Jersey's citizenry. We pride ourselves on encouraging diversity of thought, perspective, and problem solving.

INTEGRITY. We are committed to holding ourselves accountable to the highest moral and ethical standards in our personal and professional conduct. We can be relied upon to act with honor and truthfulness.

JOINING NJOHSP

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.

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.

"See Something, Say Something"
Report Suspicious Activity 1-866-4-SAFE-NJ
<https://www.njhomelandsecurity.gov>

OPPORTUNITY

This position is in the *unclassified service* and applicants must meet the minimum job requirements specified below.

POSTING #	23-01-S
OHSP TITLE	Cybersecurity and Data Privacy Legal Specialist
CSC TITLE	Legal Specialist
ISSUE DATE	January 20, 2023
CLOSING DATE	January 31, 2023
SALARY	\$125,000
LOCATION	Hamilton, New Jersey

JOB DESCRIPTION

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.

As a Cybersecurity and Data Privacy Legal Specialist assigned to the NJCCIC Division, the selected candidate will conduct confidential legislative, legal, and strategic research related to the NJCCIC programs of work and mission objectives; act as the liaison between the NJCCIC and the Office of the Attorney General, as needed, in receiving, formulating, and transmitting requests for legal advice on behalf of the NJCCIC related to cybersecurity and privacy matters; assist in the analysis, review and development and implementation of policies, contracts, and other business partner agreements; prepare reports, memoranda, and recommendations on the impact of proposed or existing legislation; does other related work as required. Examples of work are as follows:

- Manage, draft, review, and help negotiate legal documents and agreements, including memoranda of understanding, non-disclosure agreements, sponsorship agreements, terms of service, data sharing agreements and business use cases.
- Provide solution-focused advice to multiple stakeholders regarding cybersecurity and data privacy requirements.
- Assess and draft policies, guidance materials, presentations, and training documents in support of NJCCIC mission objectives.

- Monitor and prepare reports and recommendations concerning legislative and regulatory developments in the areas of cybersecurity and data privacy.
- Provide guidance regarding the nature and substance of the various statutes and regulations that may impact statewide cybersecurity governance, technology operations, and agency administration.
- Provide assistance in the facilitation of the NJCCIC's governance, risk, and compliance program activities, such as risk assessments, risk exceptions, risk ratings, risk consultations, and risk mitigation/remediation recommendations.
- Contribute to security incident response planning, documentation, and continuous improvement.
- Collaborate with internal and external partners on cybersecurity-related topics, including information sharing and incident response planning.
- Collaborate with other NJCCIC Staff on crafting internal cyber privacy and security policies and procedures.
- Conduct legal research and analysis regarding cybersecurity and privacy issues.
- Draft and negotiate agreements with cybersecurity, technology, and other vendors.
- Assist procurement staff in contract negotiations and vendor management-related issues.
- Develops guidance for contracting units.
- Represent the NJCCIC at cybersecurity and data privacy meetings with internal and/or external stakeholders.
- Perform related duties and handles special projects as assigned.

REQUIREMENTS

EDUCATION

Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree. - **OR** - Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.

Preferred Experience: Five (5) or more years of experience conducting legal research, analyzing, and evaluating legal documents, rules, regulations and/or legislation, or the review and analysis of regulatory matters in a government agency. The candidate should have experience with cybersecurity and data privacy laws on a federal and state level as well as experience with data privacy, incident response, data breach laws, forensic investigations, cybersecurity, cyber preparedness, policy drafting, and data management policy issues, trends and initiatives. Contracting review and negotiating experience either at the local, state, or federal level and experience with data communications products and services, IT contracts including cloud applications and licensing agreements. Intellectual property experience and/or interest in intellectual property law is desirable.

Note: Appointees currently matriculating in an accredited law school as an LL. B or J.D. candidate may substitute such enrollment for the three (3) years of required experience on a year-for-year basis.

Note: The legal specialist may be a fulltime law school student working for the state on a limited parttime basis or during periods when law school is not in session.

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 the essential duties of the position.

Interested applicants should submit a cover letter and resume. 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.

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.

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.

Citizenship: 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.

NJ RESIDENCY REQUIREMENT

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.

NJ ETHICS REQUIREMENT

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.

EQUAL OPPORTUNITY

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.

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 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.

REMOTE WORK OR ALTERNATE WORKWEEK PROGRAM

NJOHSP currently offers a hybrid work schedule 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.

To apply, please click on the following link:

<https://njohsp.hire.trakstar.com/jobs/fk0x3pr?source=Civil%20Service>