



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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PHILIP D. MURPHY
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Lt. Governor

GURBIR S. GREWAL
Attorney General

JENNIFER E. FRADEL
Administrator

March 9, 2018
NOTICE OF JOB VACANCY
#18-11

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of State Police, for Department of Law & Public Safety employees who meet the requirements listed below:

- TITLE: Administrative Analyst 1, Information Systems
SALARY: \$49,263.43 - \$69,662.11
LOCATION: Division of State Police
Identification & Information Technology Section
Information Security Unit
River Road, W. Trenton, NJ 08628-0068
(Travel throughout the State is required in this position)

NUMBER OF VACANCIES: One (1)

DUTIES: Under the close supervision of the Information Security Unit supervisor or designee, or other supervisory official within the Division of State Police, will assist in the Criminal Justice Information Systems (CJIS) technology auditing process; will work with other Unit members to review and analyze technical questionnaires that have been submitted by law enforcement agencies as well as non-criminal agencies statewide that have access to FBI CJIS Division databases; will provide proactive monitoring of the CJIS network and conduct periodic field audits to ensure these local, county and State agencies are compliant with FBI CJIS Division policies and regulations; travel throughout the State is essential to this position to interact with State, County and local law enforcement agencies; working knowledge of the CJIS Security Policy to provide guidance for the creation, viewing, modification, transmission, dissemination, storage, and destruction of CJIS data; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: One (1) year of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.

LICENSE: Appointee will be required to possess a driver's license valid in New as travel throughout the State is essential to this position.

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 prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #18-11 and current resume before the closing date of March 23, 2018 to:

njsp\_resumes@gw.njsp.org

-OR-

Terri Kuntz, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068

The Department of Law and Public Safety 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. The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

