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State of New Jersey  
Office of Homeland Security and Preparedness  
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## NOTICE OF JOB VACANCY

### **Posting Number: #16-08 IWS**

An opportunity currently exists in the Office of Homeland Security and Preparedness (OHSP) within the *unclassified service* for a candidate who meets the minimum job requirements specified below:

**TITLE:** Chief, Cyber Policy and Compliance Bureau  
(Manager 1, Information Processing)

**NUMBER OF POSITIONS:** One (1)

**SALARY:** \$73,867.90 - \$107,117.76

**LOCATION:** Hamilton, New Jersey

**JOB DESCRIPTION:** The New Jersey Office of Homeland Security and Preparedness (OHSP) is seeking an experienced individual with a background in information security policies, standards, and controls to lead its Cyber Policy and Compliance Bureau within the Division of Cybersecurity. Must be comfortable with routinely alternating between technical and non-technical disciplines and interfacing with executive IT and business stakeholders throughout the Executive Branch. The successful candidate will be responsible for the following:

- Managing the development, review, and updating of the State's Executive Branch information security policies and standards
- Providing recommendations to the State Chief Information Security Officer (CISO) on matters of policy exception, risk acceptance, and standards development
- Serving as a liaison between the Division of Cybersecurity and Agency Information Security Officers on matters of policy implementation and compliance
- Chairing the Policy and Compliance Sub-Committee of the Enterprise Cyber Risk Management Committee
- Tracking, measuring, and enforcing enterprise compliance with information security policies, standards, statutes, and regulations

### **MINIMUM REQUIREMENTS:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree, or equivalent work experience.

**Experience:** Five (5) years of experience in work involving the development of application software and systems analysis and design in a multiplatform environment, two (2) years of which shall have been in a supervisory capacity.

**Substitution:** Applicants who do not possess the required education may substitute four (4) years of additional nonsupervisory experience of the type indicated in the experience section.

**Note:** Preference will be given to candidates with experience in the cyber risk management and governance field and with proficiency with information security policies, industry standards, and regulatory requirements, including but not limited to the following:

- NIST 800-53 rev. 4
- FISMA
- ISO 27001
- HIPAA
- IRS 1075
- SSA

**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.

Interested applicants should send a letter (including posting number) and resume to Roopa Trotter, Chief, Human Resources, Office of Homeland Security and Preparedness, PO Box 091, Trenton, NJ 08625 (or email to [careers@njohsp.gov](mailto:careers@njohsp.gov)). **Please reference the posting number in subject line of the email.** All submissions must be received no later than close of business on **July 22, 2016.**

Applicants should be aware that all OHSP 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 background investigation is conducted on all OHSP personnel.

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.

This office is committed to the principles and practices of Equal Employment Opportunities and Affirmative Action and the Americans with Disabilities Act.



Roopa Trotter  
Chief, Human Resources