CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

State of New Jersey

Office of Homeland Security and Preparedness
PO Box 091
TRENTON, NJ 08625-0091

CHRIS RODRIGUEZ
DIRECTOR

NOTICE OF JOB VACANCY

Posting Number: #16-12 – Statewide **Pages: 3**

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

TITLE: **Chief, Cybersecurity Governance, Risk and Compliance Bureau (Manager 1, Information Processing)**

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

ISSUE DATE: **September 14, 2016**

CLOSING DATE: **September 28, 2016**

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 governance, risk and compliance functions to lead its Cybersecurity Governance, Risk 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:

- Under the direction of the State Chief Information Security Officer (CISO), assess and oversee all technology-related cyber security and compliance issues across the Executive Branch, including information security, privacy, user access and data integrity
- Manage the development, review, and updating of the State's Executive Branch information security policies and standards
- Provide recommendations to the CISO on matters of policy exception, risk acceptance, and standards development
- Serve as a liaison between the Division of Cybersecurity and Agency Information Security Officers on matters of policy implementation and compliance
- Coordinate, supervise, and conduct information security risk assessments to ensure compliance with organizational, regulatory, statutory and contractual requirements.
- Provide leadership and coordination for the State of NJ's information security regulatory audits, including PCI, IRS-1075, HIPAA, etc.
- Track, measure, and enforce enterprise compliance with information security policies, standards, statutes, and regulations

- Manage and coordinate periodic vulnerability scans and penetration tests commensurate with the risk exposures of State of New Jersey information assets
- Assist with the development and implementation of the statewide information security awareness and training programs
- Perform information security risk assessments of vendors providing information technology services to State of NJ Departments and Agencies
- Develops, implements and supervises remediation processes to address issues identified as a result of an incident, security assessment, vulnerability scans, penetration tests, internal or external audits and other assessments or requirements
- Develops and maintains information security metrics program that provides visibility, insight and analysis into the effectiveness of the information security program
- Reports the levels of information security compliance risk and control effectiveness to key stakeholders.
- Other related cybersecurity duties as required

MINIMUM REQUIREMENTS:

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

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 the following qualifications:

- Bachelor's Degree (or higher) in computer science, engineering, information security or an equivalent combination of education, training, and experience
- Four (4) years of information security experience
- Relevant information security certifications (i.e. CISSP, CISM, CEH, etc.)
- Proven experience and knowledge of information security compliance functions including risk management and audit
- Proven technical acumen with an excellent understanding of Windows and *nix environments, TCP/IP and network communications, network and server infrastructure technologies and devices including firewalls, routers, switches, etc.
- Knowledge of ISO27001, NIST 800-53 and similar standards
- Demonstrable knowledge of regulatory and statutory compliance requirements including PCI-DSS, HIPAA, IRS-1075, etc.
- Proficiency in Microsoft software: Outlook, Word, Excel, PowerPoint, and Visio
- Strong written and verbal communication skills
- Must demonstrate effective, decision making, results delivery, team building, and the ability to stay current with relevant technologies and information security concepts.
- Ability to manage multiple projects, priorities and deadlines
- Demonstrated initiative, customer orientation and team work competencies
- Adaptability, flexibility and ability to work as part of a team across functional boundaries or in an individual capacity
- Ability to handle and maintain the integrity and confidentiality of highly sensitive material and information

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). **Please reference the posting number in subject line of the email.** All submissions must be received no later than close of business on **September 28, 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