State of New Jersey
DEPARTMENT OF EDUCATION

NOTICE OF VACANCY

The COMMISSIONER OF EDUCATION invites applications from qualified candidates for the following:

ISSUE DATE: May 6, 2016

RESUMES MUST BE RECEIVED OR POSTMARKED NO LATER THAN: May 27, 2016
Applications received after closing date may be considered if position is not filled.

TITLE: Planning Associate 2 (Computer Applications and Systems Design) (Security/Systems Analyst)
REFERENCE #: DOE-028-16
POSITION #: 652204
BARGAINING UNIT/RANGE: P 28
SALARY: $70,903.32 - $101,039.55
LOCATION: Trenton, NJ
HOURS OF WORK: 8:30 a.m. – 4:30 p.m.
DIVISION: Division of Talent and Performance, Office of Information Technology

DESCRIPTION

Under direction of the Supervisor of Network and Client Services, develops and maintains department databases and computerized systems; participates in planning the design, programming, and implementation of information systems; develops education programming by conducting analyses and evaluation of education programs, surveys, needs assessment, and related research; establishes, maintains, and evaluates program and fiscal data related to state and federal formula aid and discretionary grant applications and allocations; performs mandated regulatory functions; is knowledgeable in and works with independence in areas of assignment.

The position will work with a focus on security, use of, development and implementation of security appliances. The Security/Systems Analyst will also be tasked with investigating security related issues within the network environment and from end users in email. This position will also act as our security liaison with the Department of Homeland Security.

Job responsibilities will include:

- Assist in the development of (and ensure compliance with) agency security policies, standards and procedures.
- Collaborating with key stakeholders to establish an IT security risk management program.
- Auditing existing systems to provide risk assessments.
- Anticipating new security threats and stay-up-to-date with evolving infrastructures.
- Monitor security vulnerabilities, threats and events in network and host systems.
- Develop strategies to handle security incidents and coordinate investigative activities.
- Act as a focal point for IT security investigations and direct a full investigation with recommended courses of action when needed.
- Prioritize and allocate security resources correctly and efficiently.
- Assist in the development and management of agency business continuity plan (COOP).
- Train fellow employees in security awareness, protocols and procedures.
- Defend systems against unauthorized access, modification and/or destruction.
- Configure and support security tools such as firewalls, anti-virus software, patch management systems, etc.
- Perform vulnerability testing, risk analyses and security assessments.
- Managing and monitoring the performance and condition of WSUS, application security patches and anti-virus software.
- Identify abnormalities and report violations.
- Oversee and monitor routine security administration.
- Develop and update business continuity and disaster recovery protocols

- Participate in planning information systems to meet organizational needs.
- Execute production functions by monitoring source data validity and quality control.
- Develop technical documents for all New Jersey educational systems to evaluate educational services.
- Does other related duties.

REQUIREMENTS

Education: Graduation from an accredited college or university with a Master's degree in Educational Administration, Public Administration, Computer Science, or a related field.

Experience: Four (4) years of experience in system design and computer programming on a mainframe or a PC LAN environment. The following experience is preferred:

- At least two (2) years work experience in network system administration in a Cisco/Microsoft network.
- At least two (2) years work experience designing and implementing IT security protocols and procedures.
- At least two (2) years work experience monitoring network resources and logging technologies.
- At least two (2) years work experience with security patching, anti-virus solutions and intrusion detection.
- Understanding of SIEM, networking, virtualization, and Linux or Windows operating systems and the ability to troubleshoot issues and identify root cause.
- Experience with SIEM Technologies.
- RSA Security Analytics experience.
- Experience in Project Management, Enterprise Implementation, Systems Administration, Monitoring Applications, working with vendors, and Process Improvement methodologies.
- CISSP certification highly desirable.
- Experience with DLP (data loss prevention) and DR (disaster recovery).
- Strong familiarity with security issues surrounding web application security and experience testing such application vulnerabilities.
- Experience in the vulnerability assessment lifecycle from the point of identification to remediation including penetration testing and source code analysis tool.

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 college. Applicants wishing to substitute additional experience for the required Master's degree, must possess a total of six (6) years of combined education and experience, in addition to the required experience cited above.

OPEN TO THE FOLLOWING

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website http://info.csc.state.nj.us/jobspec/72624D.htm

FORWARD RESUMES TO:

Personnel Director
New Jersey State Department of Education
Reference #: DOE-028-16
PO Box 500
Trenton, NJ 08625-0500
Resumes may be e-mailed to: resume3@doe.state.nj.us

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.