



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Carole Johnson
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	252-19	ISSUE DATE	10/09/2019	CLOSING DATE	10/23/2019
TITLE	Senior Executive Service	RANGE	M98		
LOCATION	Division of Management and Budget Office of Information Systems 222 South Warren Street Trenton, NJ 08625	SALARY	Commensurate with Education and Experience up to \$132,000.00.		
		OPEN TO	Public		
DEFINITION	Under the general direction of the DHS CIO and working closely with the DHS CO IT Assistant Director, the Assistant Director - Chief Information Security Officer (CISO) is responsible for the development and delivery of a comprehensive information security program for the Department of Human Services. The major duties of the CISO are: to assure that information created, acquired or maintained by DHS and its authorized users is used in accordance with its intended purpose; to protect DHS information and its infrastructure from external or internal threats; and to assure that DHS complies with statutory and regulatory requirements regarding information access, security and privacy.				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or university with a Bachelor's Degree.				
EXPERIENCE	Minimum of three years of experience in information security, information technology, or a related field. Experience in developing and administering an information security program is desirable. A working knowledge of and experience in the policy and regulatory environment of information security is desirable. Excellent project management, written and oral communications skills desired. An ability to work collaboratively with a broad range of constituencies is essential.				
NOTE	<u>DUTIES AND RESPONSIBILITIES</u>				
	<ul style="list-style-type: none"> ➤ Supervises, organizes and directs the activities of the DHS Information Security group and is responsible for the development and delivery of a comprehensive information security program for the Department of Human Services. ➤ Policy - coordinate the development of DHS information security policies, standards, and procedures. Work with key IT offices, data owners and governance groups in the development of such policies. Ensure that policies support compliance with external requirements. ➤ Compliance and Enforcement - serve as the DHS compliance officer with respect to DHS, State, and Federal information security policies and regulations, including HIPAA. Prepare and submit required reports as needed. ➤ Risk Assessment and Incident Prevention - develop and implement an ongoing risk assessment program targeting information security and privacy matters. Recommend methods for vulnerability detection and remediation, and oversee testing. ➤ Incident Response - develop and implement an Incident Reporting and Response System to address DHS security incidences (breaches), respond to alleged policy violations, or complaints from external parties. ➤ Maintain Knowledgebase - keep abreast of latest security and privacy legislation, regulations, advisories, alerts and vulnerabilities pertaining to DHS and its mission. ➤ Official Contact - act as the CIO's designee representing DHS on Information Security matters. Serve as the contact point for external auditors and agencies. ➤ Education and Training - coordinate the development and delivery of an education and training program on information security and privacy matters for employees and other authorized users. 				
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
LICENSE	Appointees 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.				
IMPORTANT NOTICE					
RESIDENCY	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: DHSResumes@dhs.state.nj.us					

You must include the Job Posting # in the subject line of your email.

New Jersey Department of Human Services is an Equal Opportunity Employer