December 31, 2019
NOTICE OF JOB VACANCY
#19-385

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

TITLE: Confidential Assistant
(Data Privacy Officer)

SALARY: $90,000.00 to $115,000.00

LOCATION: Division of Administration
Information Technology Section
Richard J. Hughes Justice Complex
25 Market Street, 3rd Floor
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Director, Information Technology Section, Division of Administration in the Department of Law and Public Safety (LPS), will assist the Director, in the development review, interpretation, and control of objectives, policies, and procedures related to confidential matters; assist the Director in planning, organizing, and directing programs of a confidential nature; establishes procedures for an administrative follow-up control; will stay abreast of applicable federal and state privacy laws and standards regarding data privacy matters; act as liaison with LPS administration, Information Technology, and legal counsel to advise on LPS privacy interests and data security; reviews laws and/or regulations that govern the collection, use and transfer of data within LPS; makes recommendations regarding the handling of data and security measures and implements improvements; serves as information privacy resource at LPS regarding the release of information and to all Divisions for privacy related issues; manages all required breach determination and notification processes; identifies whether data is shared with outside agencies and make recommendations regarding sharing agreements and Memorandums of Understanding related to data privacy or security matters; identifies and keep a current inventory of all LPS data assets with locations of same; classifies data assets according to Data Classification Schema and guidelines; reviews and make recommendations on data retention schedules and procedures and implements improvements; works with the Information Technology Security Officer to review controls and to investigate and report on inappropriate access and/or unauthorized disclosure of protected information; oversees, develops and delivers initial and ongoing privacy training to LPS workforce; ensures privacy forms, policies, standards, and procedures are up-to-date; completes, reviews, approves and updates the Data Inventory and Systems Classification reports; distributes and makes available the most current version of the Data Inventory and Systems Classification report to appropriate parties; conducts data protection impact assessments, informs and advises about the risks arising from data processing activities; creates operational materials for the Department, consisting of data protection impact assessments and risk-mitigation recommendations; identifies information assets and process flows used to create, store, transmit and dispose of LPS data; performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Five (5) years of experience in work involving data privacy, regulatory compliance, information systems, information technology, internal audit, risk & control, fraud, information security, or process improvement disciplines.

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.

PREFERENCE: Preference will be given to applicants with a Juris Doctorate degree and/or who possess data protection and privacy certifications such as: CIPP, CIPT, CIPM, etc.

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.

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 may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #19-385 and a current resume (with data privacy certifications, if applicable) on or before the closing date of January 21, 2020 to:

Recruitment Coordinator		Recruitment Coordinator
LPS.Humanresources@njoag.gov	**OR**	Division of Administration
		Human Resource Management
		P.O. Box 081
		Trenton, NJ 08625-0081

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.

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.