



New Jersey Board of Public Utilities
NJ Board of Public Utilities
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625



Notice of Job Vacancy

****This is an in person position****

JOB POSTING #: 40-2021

DATE OF POSTING: November 24, 2021

DATE OF CLOSING: December 15, 2021

TITLE: Program Specialist Trainee (Cyber Security)

SALARY: \$44,628.85 – \$46,646.55

EXISTING VACANCIES: One (1)

WORKWEEK: NE (35 Hours)

DIVISION/LOCATION: Board of Public Utilities
Division of Reliability & Security

GENERAL DESCRIPTION: Under the general direction of the Division Reliability & Security, Cyber Security Manager or other supervisory official, assists in professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of the Cyber Security programs. As a trainee, you will receive on-the-job training while completing assignments which provide practical Cyber Security Program Specialist experience.

Work Responsibilities:

- Assist with development and implementation of cyber exercises and workshops.
- Research federal guidelines and other state's programs and provide input on cyber security rules.
- Assist with auditing the cyber plans as they are submitted; cyber security oversight; and development of cyber security compliance program.
- Assist with development of benchmarks and standards for utilities regulated by the NJBPU, as well as create a benchmark for New Jersey utilities vs. other states.

- Learn to develop reports and templates to review compliance with Board orders for utilities regulated by the NJBPU and maintain ongoing communications with the MS-ISAC and utility stakeholders.
- Assist with monitoring threats to the cyber infrastructure and participate in information sharing with utilities, NJCCIC, DOE, DHS and FBI as needed.
- Participate in storm response and assist with compiling major event reports.
- As needed, support bureau of Emergency Management during weather and other hazard events. Provide coverage for outage reporting.

REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's Degree.

NOTE: Interest in Cyber Security is a plus. Some information technology classes or background in coding or Internet sciences is helpful.

OPEN TO THE FOLLOWING: Open to NJ Residents.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, diploma or unofficial transcript and Personal Relationships Disclosure Form ([Click Here](#)). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities
Office of Human Resources
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov**

Visit us at <https://nj.gov/bpu/>

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