



State of Hawai'i Non-Civil Service Job Opportunity

HIJIS Program Manager
State of Hawaii Executive Branch
Salary: See Position Description

An Equal Opportunity Employer

Opening Date: 03/02/15

Closing Date: Continuous

RECRUITMENT INFORMATION

This posting is for the State of Hawaii, Department of Attorney General, Hawaii Criminal Justice Data Center.

The position is located on the Island of Oahu.

Salary: \$5,852.00 to \$6,844.00 per month.

If you have any questions regarding this non-civil service exempt position, please contact Barbara Nitta at (808) 586-1223, Monday - Friday, 7:45 a.m. to 4:30 p.m. (HST).

The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Attorney General.

DUTIES SUMMARY

This position is in the Department of the Attorney General, Hawaii Criminal Justice Data Center (HCJDC), which shares justice information among state, county, and federal criminal and non-criminal justice agencies and serves as the national reporting agency for the State of Hawaii.

This position supports the Hawaii Integrated Justice Information Sharing (HIJIS) Program, a statewide information sharing framework for agencies to exchange data in an efficient, timely, and secure manner. HIJIS applies national standards, common architectures, and industry best practices to improve the information sharing among partnering federal, state, local agencies.

Major Position Duties: Responsible for HIJIS project management, technical lead coordination, supervision, and other duties as needed. Project management includes: project plans; budgeting; task coordination; HIJIS Executive, Operational, and Technical Working Groups liaison; partner agencies coordination; program communications with all levels of stakeholders; acquire, monitor and measure performance of HIJIS resources (e.g. grants, staffing, equipment, services, etc.). Technical lead coordination includes: identify, design, develop, test, implement, train, and document HIJIS initiatives; ensure compliance with HIJIS architecture, standards, and policies; coordinate maintenance of web site; and keep current on new applicable technologies. Supervision includes: HIJIS staff supervision; consultants oversight, and administrative functions.

MINIMUM QUALIFICATION REQUIREMENTS

Citizenship Requirement: The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, and nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

Bachelors degree from an accredited four (4) year university or college. Progressively responsible computer systems experience which involved at least three years of recent, demonstrated experience with project management of complex, mission-critical information systems. Ability to write clearly and read and comprehend such materials as reports and technical documents; solve problems logically and systematically; and communicate clearly and effectively with internal staff, criminal justice agency contacts, and HIJIS program participants.

OTHER INFORMATION

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

To apply: Cover letter, resume, and completed Application for Exempt Employment (download Application from <http://ag.hawaii.gov/employment>), must be received at the following address:

Department of Attorney General
Hawaii Criminal Justice Data Center
465 South King Street, Room 101
Honolulu, Hawaii 96813
Attn: Mr. Clay Sato

Direct all inquiries regarding this position to:
Clay Sato at (808) 587-3385, Monday - Friday, 8:15 a.m. to 4:30 p.m. (HST).

NOTE: The State Recruiting Office will refer you to the Department of Attorney General regarding this exempt position.