



State of Hawai'i Non-Civil Service Job Opportunity

**Criminal Justice Planning Specialist
State of Hawaii Executive Branch
Salary: See Position Description**

An Equal Opportunity Employer

Opening Date: 05/19/15

Closing Date: 06/02/15

RECRUITMENT INFORMATION

This posting is for the State of Hawaii, Department of the Attorney General, Crime Prevention and Justice Assistance Division (CPJAD).

The position is located in Downtown, Oahu.

Salary: \$4,624.00 - \$5,001.00 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. - 4:30 p.m. (HST)).

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

DUTIES SUMMARY

Responsible for contract management of federal and state crime grant programs; development of comprehensive criminal justice plans; liaison between federal, state, county, and non-governmental agencies involved in the criminal justice system.

MINIMUM QUALIFICATION REQUIREMENTS

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

Education: Bachelor's degree from an accredited university or college.

Experience: Three (3) years paid experience in human service or criminal justice programs with experience in at least two (2) of the following areas: program/project administration; program development or planning (needs assessment, problem identification, analysis, recommendations); grant management.

AND

Requirement: Computer competency; good analytical, writing, organization, communication, and people skills required.

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, resumé, and completed Application for Exempt Employment (download Application from <http://ag.hawaii.gov/employment/>), must be received, or postmarked, no later than 4:00 p.m., June 2, 2015 at the following address:

Department of the Attorney General
Crime Prevention and Justice Assistance Division
235 South Beretania Street, Room 401
Honolulu, Hawaii 96813

Your resumé should clearly show your employment dates and a complete description of duties and responsibilities in each of your positions which involved:

- Human service or criminal justice programs,
- Program/project administration,
- Program development or planning,
- Grant management.

Direct all inquiries regarding this position to:
(No phone calls, please.)

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

Recruitment # EX121720
CRIMINAL JUSTICE PLANNING SPECIALIST
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