



State of Hawai'i Career Opportunity

**Grants and Planning Branch Chief
State of Hawaii Executive Branch
Salary: See Position Description**

An Equal Opportunity Employer

Opening Date: 08/22/16

Closing Date: 08/28/16

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 on the Island of Oahu. (Location of this position).

Salary: \$ 6,054.00 - \$ 6,552.00 per month.

The State Recruiting Office will refer all inquiries regarding this exempt position to the

Department of the Attorney General.

DUTIES SUMMARY

Responsible for daily operations of the branch, which includes supervision of subordinate criminal justice planning specialists; directs and coordinates the planning and development of a comprehensive victim services plan; seeks, applies for, and administers federal funds and other resources to expand the capacity of victim services in Hawaii; participates in interagency efforts and liaison with other criminal justice agencies; and carries a project caseload. The work of the branch primarily involves contract management of federal and state crime grant programs and strategic planning with system and community stakeholders.

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.

Bachelor's degree from an accredited university or college. Three years paid experience in human services or criminal justice programs with experience in at least two of the following areas: program or project administration, program development or planning (needs assessment, problem identification, analysis, and recommendations), grant management (grant writing, project monitoring, and evaluation). One year of supervisory experience or demonstration of supervisory aptitude. Knowledge of the criminal justice system and issues. Computer competency; good analytical, writing, organization, communication, and people skills

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

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

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: Send cover letter, resumé, salary requirements, and completed Application for Exempt Employment (download Application from <<http://ag.hawaii.gov/employment>>), postmarked no later than September 7, 2016 to:

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

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.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://dhrd.hawaii.gov/job-seekers>

Recruitment # EX119338
GRANTS AND PLANNING BRANCH CHIEF
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