

DAVID Y. IGE  
GOVERNOR



DOUGLAS S. CHIN  
ATTORNEY GENERAL

**STATE OF HAWAII**  
**DEPARTMENT OF THE ATTORNEY GENERAL**  
425 QUEEN STREET  
HONOLULU, HAWAII 96813  
(808) 586-1500

**RUSSELL A. SUZUKI**  
FIRST DEPUTY ATTORNEY GENERAL

**GRANTS AND PLANNING BRANCH CHIEF**  
for Federal Victims of Crime Act (VOCA) Victim Assistance Grant  
Exempt from civil service, temporary, full-time.  
Hawaii State Government Benefits.

**Description:** 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.

**Requirements:** 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.

**Salary range:** \$72,648 to \$78,624/annually, pending qualifications of applicant.

**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, Suite 401**  
**Honolulu, Hawaii 96813**

(No phone calls, please)  
An Equal Opportunity Employer