



Departmental Vacancy Announcement

DEPARTMENT OF THE ATTORNEY GENERAL

NATIONAL CRIMINAL HISTORY IMPROVEMENT PROGRAM

PROJECT ANALYST

Exempt Position No. 122063
(NTE 9/30/2017)

Division with the Vacancy:
Hawaii Criminal Justice Data Center
Downtown, Honolulu

Opening Date: Tuesday, September 6, 2016

Last Day to File Applications: Thursday, September 15, 2016*

*Applications and supplemental materials must be postmarked by midnight of the last day to meet filing deadline.

Summary of Duties:

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.

The NCHIP Project Analyst will be responsible for supervising, developing and maintaining the detailed project plans, ensuring any procurement is in compliance with State procurement policies, ensuring projects conform to State of Hawaii information technology and national information exchange standards, and providing grant support. This position will perform systems analysis tasks with affected systems or agencies to document requirements and develop specifications for assigned grant projects and activities.

Minimum Requirements:

- **Education/Experience:** The individual must have a Bachelor's Degree or higher from an accredited college or university, have at least two years of recent, demonstrated experience with project management of complex, mission-critical information systems which includes leading a team through the development and implementation of project planning documents appropriate to the situation, development of resource, test, implementation, quality assurance, contingency, and risk management plans, development and application of project management methodologies appropriate to the situation and experience with computer applications such as Microsoft Office Suite (Word, Excel, PowerPoint programs).
- **Knowledge/Ability:** Must possess the ability to write clearly, read and comprehend such materials as reports and technical documents, and solve problems logically and systematically. Must be able to

communicate clearly and effectively with internal staff, criminal justice agency contacts and participants. Knowledgeable in information systems development methodology, computer applications and software, and familiarity with the criminal justice process in Hawaii is preferred. Must have strong skills and abilities in the following areas: analytical and problem determination, organization, inter-personal communication.

How to Apply:

Send cover letter, resumé, salary requirements, and completed Application for Exempt Employment (download Application from <http://ag.hawaii.gov/wp-content/uploads/2012/11/Application-for-Exempt-Employment-278_ATG_10.2013.pdf>), postmarked no later than Wednesday, September 14, 2016, to:

Department of the Attorney General
Hawaii Criminal Justice Data Center
465 S. King Street, #102
Honolulu, Hawaii 96813

The information you provide will be used to determine whether you meet public employment requirements and the minimum qualification requirements in the Class Specifications. As required by Federal and/or State laws, we do not discriminate on the basis of age, sex (including gender identity or expression), religion, race, color, ancestry, national origin, disability, marital status, veteran's status, sexual orientation, arrest and court record, citizenship, genetic information or any other protected characteristic. The State of Hawaii is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.

Physical/Mental Requirements: Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

Reasonable Accommodation: Qualified applicants with special needs who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship. Call 586-1236 for more information.

Criminal History Background Check: Individuals who are recommended for hire are required to undergo a criminal history record clearance and other checks, as applicable.

Internal Complaint: Applicants will be notified of their status. Applicants who do not agree with a decision or action taken by the State Department of the Attorney General Personnel Office may file an Internal Complaint with the Department of the Attorney General. Information about the Internal Complaint Procedure (ICP) and required form can be found on the ATG intranet.

If you have any questions, please contact our office at (808) 586-1236 for further information.