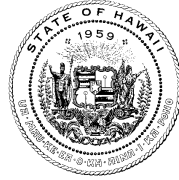


DAVID Y. IGE  
GOVERNOR



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

## **SEXUAL ASSAULT KIT INITIATIVE (SAKI) SITE COORDINATOR**

Exempt from civil service, temporary, full-time.  
Hawaii State Government Benefits.

**Description:** Responsible for ensuring that project activities and milestones for the FY 2016 Bureau of Justice Assistance National Sexual Assault Kit Initiative (SAKI) grant to address the issue of untested sexual assault kits in Hawaii are completed. The Hawaii SAKI Site Coordinator will need to be committed to institutionalizing systems, policies, and protocols developed by the Hawaii SAKI Team to address the untested sexual assault kits and to prevent the problem from reoccurring.

Serve as the Hawaii Site Coordinator for the Hawaii SAKI Grant-Funded Activities: 1) Central point of contact for the Hawaii SAKI Team; 2) Assist the Hawaii SAKI Team in meeting the grant milestones; 3) Work with the assigned SAKI Training and Technical Assistance provider to provide requested training and technical assistance to Hawaii SAKI Team members and others, as applicable; 4) Respond to written, telephone, in-person, and e-mail inquiries from local, state, and national agencies relating to Hawaii's effort to reform the testing of sexual assault kits; 5) Develop materials to inform the public about Hawaii SAKI, including brochures, public service announcements, and maintenance of the Hawaii SAKI website.

Serve as the grant manager for the Hawaii SAKI Grant: 1) Monitor the use of grant funds to ensure conformance to program objectives; 2) Complete and submit required federal reports, in accordance with reporting requirements.

**Requirements:** Master's degree from an accredited university or college. Five 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). 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:** \$59,448 to \$66,864/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 March 28, 2017 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