



**STATE OF HAWAII**  
**DEPARTMENT OF THE ATTORNEY GENERAL**  
425 QUEEN STREET  
HONOLULU, HAWAII 96813

**OVERSIGHT COORDINATOR**  
**Hawaii Correctional Systems Oversight Commission**  
(2-Year Term)

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

**Opening Date: February 24, 2020**

**Last Day to File Applications: Postmarked no later than March 6, 2020**

**To Apply:** Send resume and cover letter to:

Department of the Attorney General  
Public Safety, Hawaiian Home Lands & Housing Division  
Hawaii Correctional Systems Oversight Commission  
425 Queen Street  
Honolulu, HI 96813  
(808) 587-2978

**Responsibilities of the Correctional System Oversight Commission:**

The Correctional System Oversight Commission (CSOC), as found in Act 179, Session Laws of Hawaii 2019 (Act 179), is charged with:

1. Overseeing the State's correctional system, investigating complaints at correctional facilities, and facilitating a correctional system transition to a rehabilitative and therapeutic model;
2. Establishing maximum inmate population limits for each facility; and formulate policies and procedures to prevent the inmate population from exceeding capacity;
3. Ensure that the Comprehensive Offender Reentry System under Chapter 353H, Hawaii Revised Statutes, is working properly through monitoring and reviewing elements of the program.

The Oversight Coordinator reports to the Commission for general direction.

**Summary of Duties of the Oversight Coordinator:**

- **Administrative Duties:** Act as secretary and executive officer of the Commission, with authority to hire and supervise staff. Develop and implement, with the approval of the Commission, annual expenditure plans.
- **Monthly Reports, Annual Reports:** Submit monthly reports concerning actions taken by the Commission and expense for the proceeding month; draft and finalize the Commission's annual report.

- **Investigation of Violations of State Law or Rules:** Receive allegations of any violations of the laws of the State of Hawaii or rules; make inquiries and obtain information relating to specific complaints and hold private hearings in accordance with Chapter 91, HRS.
- **Studies and Investigations:** In order to recommend or effect changes that will tend to serve the purposes of Act 179, the Oversight Coordinator shall conduct an ongoing study of the correctional system, research reforms within the field of corrections and make recommendations for improving Hawaii's correctional system.

**Minimum Requirements:**

- **Education/Experience:** Graduation from an accredited college or university. Experience in program administration and fiscal management.
- **Knowledge/Ability:** Knowledge of the principles and practices of correctional systems, including probation, jail, prisons, and parole. Be well-versed in criminal justice reform and committed to the transition to a rehabilitative and therapeutic correctional system model, as required by Act 179. Ability to perform research, manage and analyze a wide-range of information, and draft reports. Strong organizational and writing skills. Good communication skills.