



# Departmental Vacancy Announcement

## DEPARTMENT OF THE ATTORNEY GENERAL

### PUBLIC INFORMATION OFFICER

Division with the Vacancy:  
**Office of the Attorney General**

Opening Date: Thursday, February 13, 2020

Last Day to File Applications: Open recruitment until needs are met

#### Summary of Duties:

This Public Information Officer (PIO) is responsible for planning, coordinating, and administering all aspects of the Department's outbound communications through the media and directly to the public, as well as internal department-wide information dissemination. The PIO also develops appropriate processes and policies in support of these efforts. Finally, the PIO is the main point of contact with counterparts at other state's attorneys general offices and other Hawaii state departments and agencies.

The goal of outbound communications is for the public to obtain an accurate understanding of the Department's mission and work. This includes responding to media inquiries, press releases, press interviews, press conferences, educational outreach, social media activity and long-term strategic planning.

The goal of internal department-wide information dissemination is for all department personnel to have awareness of the department's mission and work, in addition to fostering personnel well-being and maintaining morale. This overlaps significantly with outbound communications but includes a specialized, directed approach intended for Department personnel.

Much of the Department's work is with other state's attorneys general offices or other Hawaii state departments and agencies – accordingly, the PIO communicates and coordinates frequently with their counterparts in these institutions to ensure that the public has a clear and accurate understanding of both multi-state efforts and state-wide actions.

#### Minimum Requirements:

##### EDUCATION

Bachelor's degree from an accredited college or university in journalism, public administration, non-profit management, public relations, digital media, communications, or a related field or any combination of experience and training that demonstrate possession of the knowledge, skill and abilities as listed, and ability to perform the work.

## EXPERIENCE

Progressive experience in media relations, community engagement, communications, public relations, or media relations, including:

- Conducting on-camera interviews and maintaining effective working relationships with the media;
- Creating multimedia content for integration across multiple platforms, including working knowledge of new media, social media and web-based methods of communication and engagement;
- Outstanding verbal and written communication skills;
- Establishing and maintaining effective working relationships to best represent the department in public settings and with the media; and
- Crisis and risk management communication techniques and best practices.

The position will require organized responses to the media or other entities at times outside of the normal 8 to 5 work day, including weekends and holidays.

- Experience with the legal system strongly preferred.
- Experience with local government strongly preferred.

### To Apply:

Please send cover letter and résumé by mail to:

Krishna Jayaram  
Special Assistant to the Attorney General  
425 Queen Street  
Honolulu, HI 96813

Or by email to: [atg.pio@hawaii.gov](mailto:atg.pio@hawaii.gov)

If you have any questions about the position, please contact the above by email or at (808) 586-1284.

The application can be found online at:

[https://ag.hawaii.gov/wp-content/uploads/2020/02/278\\_ATG\\_7.2018-HR-Fillable-v1.pdf](https://ag.hawaii.gov/wp-content/uploads/2020/02/278_ATG_7.2018-HR-Fillable-v1.pdf)

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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.

**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, Human Resources 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.