



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: Monday, October 4, 2021

Last Day to File Applications: Postmarked no later than October 18, 2021

To Apply: Please send cover letter, résumé, and application to:

Department of the Attorney General
Attn: Lisa M. Itomura
Public Safety, Hawaiian Home Lands & Housing Division
425 Queen Street, Honolulu, HI 96813
and/or email to lisa.m.itomura@hawaii.gov
(808) 586-8379

Application can be found online at: https://ag.hawaii.gov/wp-content/uploads/2020/02/278_ATG_7.2018-HR-Fillable-v1.pdf

Responsibilities of the Correctional System Oversight Commission:

Function of this organizational unit:

The Correctional System Oversight Commission (the Commission) as found in Act 179, Session Laws of Hawaii 2019, 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; 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.

Purpose of the position:

This position is to supervise and administer the operations of the Commission and act as its secretary and executive officer.

Major Duties and Responsibilities:

Administrative Duties:

1. Administer the operation of the Commission in accordance with Act 179 and rules adopted under that Act;
2. Be authorized to hire and supervise staff necessary to accomplish the purpose of Act 179;
3. Act as secretary and executive officer of the Commission;
4. Confer regularly, not less than once every quarter, with the Commission on the operations and administration of the Commission and recommend improvements as necessary; and
5. Develop and implement, with the approval of the Commission, annual expenditure plans.

Monthly Reports, Annual Reports:

1. Submit monthly reports to the Commission, the Governor, and the Legislature, to include actions taken by the Commission and expenses for the preceding month; and
2. At the direction of the Commission, draft and finalize the Commission's annual report to include activities and recommendations of the previous year, including any proposed legislation, for submission to the Governor and the Legislature.

Investigation of Violations of State Law or Rules:

1. Receive allegations of any violations of the laws of the State of Hawaii or rules pertaining to the correctional system or conduct of the Commission; and
2. Make inquiries and obtain information relating to specific complaints and hold private hearings in accordance with Chapter 91, HRS; and
3. Maintain confidentiality in respect to all matters and the identities of the complainants or witnesses except so far as disclosures may be necessary to carry out the Oversight Coordinator's duties.

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 and investigation of the correctional system for the following purposes:

1. To ascertain any provisions in Act 179 or rules adopted pursuant to the Act through which any abuses in the administration and operation of the correctional system or any evasion of Act or its rules may arise or be practiced;
2. To formulate recommendations for changes to Act 179; and
3. To ensure that Act 179 and adopted rules are formalized and administered to serve the true purposes of the Act.

To assist in achieving the above, the Oversight Coordinator shall study:

1. The operation and administration of correctional system laws in effect in other states or countries;
2. Any literature on the subject that may be published or available;
3. Any federal laws that may affect the operation of the correctional system; and
4. The reaction of residents to existing and potential features of the 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.