



Departmental Vacancy Announcement

DEPARTMENT OF THE ATTORNEY GENERAL

HAWAII SEXUAL ASSAULT RESPONSE AND TRAINING (HSART) COORDINATOR

Position No. 122345

Division with the Vacancy:
Crime Prevention and Justice Assistance Division

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

Opening Date: Tuesday, January 21, 2025

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

Summary of Duties:

Chapter 844G, Hawaii Revised Statutes, established the Hawaii Sexual Assault Response and Training (HSART) Program within the Department of the Attorney General. The purpose of HSART is to address the manner in which sexual assault evidence collection kits are processed and tracked and to ensure that victims of sexual assault are informed of their legal rights.

The HSART Coordinator is responsible for ensuring that the goals and objectives of the HSART Program are met. The HSART Coordinator will need to be committed to institutionalizing systems, policies, and protocols developed by the HSART members to strengthen the coordinated community response and level of quality care for victims of sexual assault.

The duties and responsibilities of the HSART Coordinator include: 1) Central point of contact for HSART members; 2) Assist the HSART members in meeting the goals and objectives of the HSART program; 3) Compile the annual statewide inventory as required by HRS Section 844G-5; 4) Assist HSART members in meeting the mandatory submission and testing requirements for sexual assault evidence collection kits; 5) Ensure that each law enforcement agency shall designate at least one person, who is trained in trauma and victim response, to receive all inquiries concerning sexual assault evidence collection kits and to serve as a liaison between the agency and victims; 6) Coordinate training, as appropriate, for HSART members and agencies; 7) Ensure that national best practices are applied to Hawaii's coordinated response to sexual assault; and 8) 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.

Recommended Qualifications:

- A. Knowledge**
Knowledge of criminal justice system
- B. Skills/Abilities**
Writing skills: clear, concise, good grammar.
Oral skills: communicate clearly with individuals and groups.
Ability to analyze data and information for conclusions and recommendations.
Ability to interact with and relate to all types of persons.
Ability to work under deadlines and with multiple assignments/pressures.
Ability to organize and prioritize assignments/tasks.
Use of personal computer.
Use of MS Excel and MS Word software.
- C. Education**
Master's degree from an accredited college.
- D. Experience**
Five years paid experience in human service or criminal justice programs and experience in at least two of the following areas:
- program/project administration
 - program development or planning (experience in needs assessment, problem identification, analysis, recommendations)
 - grant management (grant writing, project monitoring, evaluation).

Salary: \$79,884/annually, pending qualifications of applicant.

To Apply:

Please send cover letter, application, resumé, and salary requirements to:

Amy Tatsuno, Administrative Services Assistant
Department of the Attorney General
Crime Prevention and Justice Assistance Division
235 South Beretania Street, Suite 401
Honolulu, Hawaii 96813
or by email to Amy.K.Tatsuno@hawaii.gov

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.

Application can be found at:

https://ag.hawaii.gov/wp-content/uploads/2020/08/Application-for-Exempt-Employment-278_AG_7.2020.pdf

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 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.