



Departmental Vacancy Announcement

DEPARTMENT OF THE ATTORNEY GENERAL

RESEARCH ANALYST

Position No. 118619

Division with the Vacancy:

Crime Prevention and Justice Assistance Division

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

Opening Date: Monday, February 24, 2025

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

Summary of Duties:

CPJAD serves as the central agency to provide the Attorney General, the chief law enforcement officer of Hawaii, with the information and resources needed to address crime and crime prevention.

This position is responsible for assisting the Chief of Research and Statistics in providing the leadership and statistical and research skills necessary for producing statistical and analytical reports and studies on Hawaii's criminal justice data. This position involves the full range of professional research work required in the conduct of major research projects. Work involves conducting fact-finding and analysis; coordinating input from individuals, groups or agencies involved in or affected by the research process; and consideration of a variety of social, economic, physical and environmental factors in the development of plans. Assignments are characterized by the scope, depth and variety of research considerations required, such as projects concerning a major statewide activity. Assignments frequently involve difficulty in the determination of appropriate research goals and objectives because of conflicting interests or generality of expression of policy. Originality and creativity are required in the development of research alternatives and recommendations and in resolving and reconciling conflicting information. This position may supervise others assigned to a project which is his/her responsibility to complete.

Recommended Qualifications:

- A. Knowledge**
Knowledge of the justice system.
- B. Skills/Abilities**
Ability to write clearly and concisely required.
Possession of good interpersonal skills required.
Proficiency using *IBM SPSS Statistics* software, *R* or *Python*, as well as *Microsoft Excel*, *SQL* (*Microsoft SQL* or *MySQL*), and/or *Microsoft Access* applications desired.

C. Education

Bachelor's degree at an accredited college or university which has included course work in statistics.

Course work in criminology and/or criminal justice desired.

D. Experience

One year work experience that demonstrates the ability to compile, analyze, and present statistical data required.

Work experience that demonstrates the ability to create, manage, or utilize complex statistical databases or records management systems desired.

Professional training and experience in the justice system desired.

Salary: \$72,684/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.

Application can be found at:

https://aq.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.

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.