



Departmental Vacancy Announcement

DEPARTMENT OF THE ATTORNEY GENERAL

CRIMINAL JUSTICE PLANNING SPECIALIST

Position No. 125025

Division with the Vacancy:
Crime Prevention and Justice Assistance Division (CPJAD)

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

Opening Date: Wednesday, May 14, 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.

The Criminal Justice Planning Specialist (CJPS) position is located within the Grants and Planning Branch of CPJAD. The CJPS is responsible for performing the branch functions as they relate to criminal and juvenile justice concerns. Since those concerns impinge upon police, prosecutors, court, and corrections concerns, the CJPS must also coordinate the research and planning with other criminal justice and executive branch agencies, the general community (including schools, private social service agencies) as well as within the other branches of the division. The CJPS must cultivate and be knowledgeable of broad public concerns and efforts which affect crime. The CJPS has major duties and responsibilities in criminal justice planning, grant management, and other related activities. In the discharge of the responsibilities, the CJPS may be assigned major initiatives in criminal justice issues. Duties and responsibilities include contract management of federal and state crime grant programs; development of comprehensive criminal justice plans; liaison between federal, state, county, and non-governmental agencies involved in the criminal justice system.

The Grants and Planning Branch acts as a clearinghouse for information on financial and non-financial resources available to the criminal justice and juvenile justice agencies for improvements in the systems, as well as to private, non-profit organizations which deal with crime issues. It is responsible to:

- Seek, apply for and administer federal funds and other resources to enhance and expand the capabilities of the criminal justice and juvenile justice systems.

- Develop statewide comprehensive criminal justice plans for federal crime grant funds which include the identification of needs, gaps, problems, and priorities as well as the functions of the criminal justice agencies and other crime-related services.
- Coordinate and assess information on a statewide basis for the development of policies and programs.
- Administer state-funded criminal and juvenile justice programs as directed by statute or the Attorney General.
- Assist government and private agencies in applying for resources (funds and services) and provide consultation and technical assistance.
- Maintain liaison between federal, state, county, and non-governmental agencies in the planning and implementation of Hawaii programs.
- Provide assistance to department interagency groups (i.e., the Governor's Committee on Crime, STOP Violence Planning Committee, ad hoc groups), and participate in other interdisciplinary/ interagency efforts.

Recommended Qualifications:

A. Knowledge

Knowledge of the criminal justice and/or juvenile justice system.
Knowledge of or experience with government contracts or purchase of service procedures.

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.
Good work habits, needing minimum supervision.
Ability to organize and prioritize assignments/tasks.
Use of personal computer, MS Excel, and MS Word software.

C. Education

Bachelor's degree from an accredited college or university

D. Experience

Three 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)
- grants management (grants writing, project monitoring, evaluation).

Salary: \$73,200/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 service or criminal justice programs,
- Program/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.