HAWAI`I STATE JUDICIARY
NOTICE OF EMPLOYMENT OPPORTUNITY

DIRECTOR, CRIMINAL JUSTICE RESEARCH INSTITUTE

The Hawai`i State Judiciary invites qualified persons to apply for a full-time Director position for our newly established Criminal Justice Research Institute located in Honolulu, Hawai`i.

ORGANIZATION OVERVIEW:

The Criminal Justice Research Institute (CJRI) is administratively attached to the Office of the Chief Justice. The Institute's focus is to examine all aspects of the criminal justice system for the purpose of assisting the State in understanding the system in a more comprehensive way and ensuring the protection of individual rights, increasing efficiencies and controlling costs. To accomplish this goal, the Institute will examine all areas of the criminal justice system, including police, prosecutors, defense counsel, courts, pretrial services, probation and parole and will also examine the manner in which related areas, including mental health services and drug treatment services, intersect with the criminal justice system.

SUMMARY OF DUTIES:

- Plans, develops, implements, coordinates and administers the Institute's activities to ensure the duties and functions of the Institute as set forth in Act 179, SLH2019 (HB1552) are properly carried out, including consulting resources and technical assistance on the criminal justice system, coordinating with and seeking the assistance of the University of Hawai`i or other appropriate entities when conducting large or complex research projects that require additional staff, and disseminating and developing information on the criminal justice system to government agencies and the community at large.
- Establishes, implements, maintains and administers a centralized statewide criminal pretrial justice data reporting and collection system (System).
- Plans, develops, determines, tracks and updates performance indicators that accurately reflect the effectiveness of the State's criminal pretrial system.
- Oversees the compilation and submission of an annual report no later than twenty days prior to the convening of each regular legislative session that reviews and analyzes data from the System to evaluate the effectiveness of the State's criminal pretrial system and identifies possible improvements, including proposed legislation. Plans, directs, and assigns the work of staff; reviews and approves work assignments; evaluates the performance of staff and takes appropriate action; responds to and resolves employee inquiries and complaints; approves/disapproves staff leave requests; interviews and selects new employees; and makes recommendations on personnel actions.
- Provides for the overall management of the CJRI.

- Directs, manages, and administers such other activities that may be assigned by the CJRI board of directors.
- Performs other duties as requested by other organizations, agencies and individuals outside the Judiciary and approved by the CJRI board of directors.

QUALIFICATIONS:

Qualified candidates shall possess substantial experience, training and education in the criminal justice field.

- Doctorate degree in criminal justice, law, social science, or other relevant area.
- Demonstrated experience in the criminal justice field.
- Demonstrated supervisory or managerial experience. Supervisory/managerial experience must have included on a regular basis: 1) planning and directing the work of others; 2) assigning and reviewing subordinates' work; 3) advising subordinates on difficult, complex problems or potential problem areas; 4) determining office priorities and organizing subordinates' schedules to meet operational needs; 5) training and developing new subordinates; and 6) addressing personnel issues.
- Experience with initiating, developing and successfully managing complex projects or programs.
- Demonstrated experience and ability to establish and maintain effective working relationships and work cooperatively with individuals and organizations including subordinate staff, colleagues, government and business professionals, members of the public and other individuals, groups, or entities involved with the criminal justice field.
- Good organizational skills and ability to multitask.
- Ability to communicate effectively, both orally and in writing.

DESIRED QUALIFICATIONS:

- Working knowledge and familiarity with state and county government, including the court system, bail hearings, the criminal pretrial process, and the prison system.
- Aptitude in database development and management and in the usage of programs such as SQL Server.

REQUIRED ATTRIBUTES:

The successful candidate must possess the ability to provide strategic leadership and direction to the Institute, a commitment to collaboration, and a shared vision with the CJRI board of directors.

SPECIAL REQUIREMENTS OF THE POSITION:

On occasion, the position may be required to work outside of normal scheduled work hours, including weekends, days off, nights, holidays which may result in adjustments to the work

schedule. Position will also be subject to a variable work schedule. The position may also be required to travel to the neighbor islands and to the continental United States.

CITIZENSHIP/RESIDENCY REQUIREMENTS:

Applicants must be citizens, permanent resident aliens or nationals of the United States, or non-citizens with unrestricted employment authorization from the U.S. Citizenship and Immigration Services, U.S. Department of Homeland Security.

All applicants shall become residents of the State within thirty (30) days after beginning their employment and as a condition of eligibility for continued employment.

TYPE OF APPOINTMENT:

The selected candidate will serve in an exempt (non-civil service) at-will appointment which is excluded from the requirements of selection by merit competition and from civil service status. Exempt (non-civil service) appointments are considered at-will, which means that the hiring authority may terminate the employment relationship at any time.

SALARY AND BENEFITS:

The starting salary may be between the minimum salary rate of $7,533 monthly / $90,396 annually and maximum salary rate of $10,464 monthly / $125,568 annually, as determined by the hiring authority based on qualifications.

Exempt (non-civil service) employees are eligible for a range of benefits, including, but not limited to, the following:

- up to 13 paid holidays each year
- up to 21 vacation leave days per year
- up to 21 sick leave days per year
- Reasonable time off with pay for jury duty, bereavement leave, and certain military duty
- Membership in the state retirement system
- Employer/Employee shared premium contributions for enrollment in the state sponsored health coverage
- Free life insurance policy for employees
- Deferred compensation supplemental retirement savings plan

HOW TO APPLY:

Applicants are required to submit a cover letter to the attention of the CJRI Board; curriculum vitae which includes statements on record of achievement conducting independent research and design and implementation of complex projects; copies of academic qualifications; and the names and contact information of three (3) references, including current employer.

Documents may be sent by electronic mail to recruitment@courts.hawaii.gov or by mail addressed to: Hawai`i State Judiciary, Human Resources Department, 426 Queen Street, 1st Floor, Honolulu, HI 96813.

In order to expedite the hiring process, only qualified candidates that are short listed will be selected for an interview and contacted.

CONDITIONS OF EMPLOYMENT:

The appointment of the selected candidate will be pending a background check and other pre-employment clearances.

THE HAWAI`I STATE JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER