



**HAWAI`I STATE JUDICIARY
NOTICE OF EMPLOYMENT OPPORTUNITY**

**PROJECT SPECIALIST
JIMS PROJECT MANAGEMENT BRANCH**

The Hawai`i State Judiciary invites qualified persons to apply for a Full-Time, Temporary, Exempt Project Specialist position for the Judiciary Information Management System (JIMS) Project Management Branch and Criminal Justice Research Institute located in Honolulu, Hawai`i. The temporary appointment is not to exceed June 30, 2024, with the possibility of extension.

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.

The Judiciary Information Management System (JIMS) Project Management Branch is part of the Information Technology & System Department under the authority of the Administrative Director of the Courts. The Branch is responsible for coordinating the activities and resources to evaluate and analyze court processes for case management and pursuing ways to improve efficiency, accuracy and service to clients through the system enhancements of the JIMS system applications and technology. JIMS Project Management Branch works with CJRI to provide the source criminal data enabling the Institute to perform its research.

SUMMARY OF DUTIES:

- Plans system developments/migrations/upgrades timeline and milestones with vendors and stakeholders to create project documents such as user guides, presentations, diagrams, scenarios, business process diagrams and user security. Stakeholders include judges, court administrators, subject matter experts and line staff, externals such as the prosecutors, public defenders, and the Attorney General's office.
- Provides input for defining project scope and evaluating cost-benefit analysis for potential enhancements.
- Leads Applications projects with the preparation, scheduling, and facilitation of meetings or presentations with stakeholders to define system requirements and documenting court

processes, including data analysis, to provide improved solutions to operational challenges. When system requirements cannot be met, works with stakeholders on developing alternate procedures.

- Reviews and validates requirements. Ensures that requirements are documented and signed off by stakeholders.
- Provides stakeholders and/or the Judiciary Information Management System (JIMS) Project Manager with recommendations whenever issue resolution and/or risk mitigation are required to proceed with a project and impacting the timeline.
- Manages Applications Divisions projects implementation in writing, editing, and updating of manuals, standards, guidelines, and other case processing working aids or working with the vendors to deliver the documentation. Provides input, reviews functional requirements, technical specifications, and tests results delivered by vendors.
- Participates in the preparation of conceptual and detailed documentation for application modifications, including management and operational controls, external interfaces, datasets, reports, resource requirements, conversion approach and information flow.
- Works with vendors and stakeholders to document, prioritize and track issues; documents and approves issue resolution.
- Coordinates with JIMS project team, vendor and stakeholder and participates in Testing Activities such as scripts review and validation, scripts execution and defects documentation and retest.
- Provides support to the vendors and customers during system development, migration, and upgrade.
- Follows up on action items.
- Coordinates with Production Support necessary data cleanups.
- Assists users, monitor, analyze, and troubleshoot.
- Posts and updates project documents on the JIMS active projects page.
- Works with the Communications & Community Relations Office to post updates on the Judiciary web page and disseminate project information.
- Reports project status to the JIMS Project Manager and other stakeholders as appropriate.
- Where necessary, assist Project Manager with request and organization of resources to bring the requirement to fruition. Resources include other Judiciary staff, customer and vendor staff, rooms, and equipment. At any point in the project plan, exercise judgment to communicate with customers, supervisors and senior management on issues with the project plans including conflicts with other projects and resources.
- Coordinates post production communication coordination (e.g. workarounds, FAQ, status meetings, deployment meetings, intranet/internet announcements).
- Keeps abreast of changes in technical work area; research and request training as appropriate.
- Confers and collaborates with other Applications Division staff to resolve issues and/or to provide assistance and guidance, impart knowledge, and/or to serve as a mentor to new and/or subordinate/less knowledgeable staff.

- Provides positive input, collaborates and works effectively as a team member.
- Establishes and maintains effective working relationships with Judiciary employees, clients, vendors and the public.
- Coordinates training schedule, internal and external.
- Reviews and revises training material, manuals, presentations, and videos.
- Establishes objectives, schedules, and prepares status reports.
- Performs other related duties as assigned.

SELECTIVE CERTIFICATION:

Qualified candidates shall possess two (2) years of progressively responsible work experience which included working on information technology projects including defining and documenting business processes and system requirements; functional and data migration; developing user acceptance testing, system integration and interface testing; and developing functional specification documents. The experience must have demonstrated knowledge of business applications, computer technologies and their relationship to business functions practices and processes. This experience may have been gained separately or concurrently in meeting the specialized experience.

DESIRED QUALIFICATIONS:

- Bachelor degree from an accredited college/university.
- Analytical, problem-solving, decision making skills and abilities.
- Ability to plan, organize and manage complex projects and assignments.
- Experience with software life cycle and change management.
- Exercise leadership, interpersonal, and consensus-building skills.
- Skill and ability to facilitate meetings.
- Excellent written and oral communication skills.
- Ability to translate technical verbiage in layman's term to non-technical stakeholders.
- Experience with questioning techniques to gather information at the right level of detail and scope to represent all of the stakeholders' needs, and the ability to ask questions that lead to an understanding of the business need rather than what they want.
- Ability to manage difficult situations and clients with tact and discretion.
- Ability to learn new information and case management technologies and tools used by the project.
- Ability to exercise creativity and willingness to utilize innovative approaches to meet JIMS goals and objectives.
- Ability to produce acceptable and timely work products under pressure, respond with flexibility to changing program demands, and work effectively and productively as a member of a team or independently.
- Knowledge of business applications, computer technologies and their relationship to business functions, practices and processes.
- Knowledge and skill in utilizing standard information applications software such as Microsoft Word, Excel.

- Knowledge of business processes; ability to analyze and document business processes relating to IT projects.
- Ability to learn, analyze, interpret or evaluate technical material (e.g., court procedures, statutes, rules and regulations) and solve technical, managerial, or administrative problems through the application of problem solving methods and techniques, such as identifying the problem and pertinent causal factors, developing, and evaluating alternative solutions; recommending/implementing an appropriate course of actions.

DESIRED KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of business processes involving court operations and Court Case Management system operation and design.
- Ability to design a business application or suggest system enhancements that is connected to a relational database, knowing how a user interface helps the user to successfully complete a task.
- Ability to write system requirements using different approaches such as use cases, activity diagrams, sequence diagrams and state charts, data dictionaries, class or entity relationship diagrams.
- Ability to review and interpret statutes.
- Knowledge and skills in utilizing Microsoft PowerPoint, Project and Visio.

SPECIAL REQUIREMENTS OF THE POSITION:

The position may be required to work a variable work schedule and work outside of normal scheduled work hours, including nights, weekends, days off, and holidays. The position may be required to travel to other offices on O`ahu and on the neighbor islands.

CITIZENSHIP/RESIDENCY REQUIREMENTS:

Applicants must be citizens, lawful permanent residents (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. This position is full-time, temporary, not to exceed June 30, 2024, with possibility of extension.

SALARY AND BENEFITS:

The starting salary will be determined at the time of job offer and may be based on applicant's qualifications, availability of funds and other relevant factors.

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 and resume to the attention of Irene Abut by electronic mail to: IreneMae.O.Abut@courts.hawaii.gov.

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