

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Class Title: Administrator
Position Number: [Position Number]
Agency: State of Hawaii Law Enforcement Standards Board
Geographic Location: Downtown Honolulu

II. INTRODUCTION

Function of this organizational unit:

The State of Hawaii Law Enforcement Standards Board (“LESB”) as found in Act 220, Session Laws of Hawaii 2021, is charged with:

1. Establish minimum standards for employment as a law enforcement officer and certifying persons qualified as law enforcement officers;
2. Establishing minimum criminal justice curriculum requirements for basic, specialized and in-service courses and programs for the training of law enforcement officers;
3. Consult and cooperate with the counties, state agencies, other governmental agencies, universities and colleges and other institutions, concerning the development of law enforcement officer training schools and programs;
4. Responsible for regulating and enforcing the certification requirements of law enforcement officers, and has the authority to initiate administrative investigations, disciplinary proceedings, and decertification proceedings against any law enforcement officers within the State.

Purpose of the position:

The position of LESB Administrator is to supervise and administer the operations of the LESB and reports directly to the LESB.

III. MAJOR DUTIES AND RESPONSIBILITIES

Administrative Duties:

1. Administer the operation of LESB in accordance with Act 220, Session Laws of Hawaii 2021;
2. Ensure strict adherence to the rules and by-laws adopted by LESB;

3. Be authorized to hire and supervise staff necessary to accomplish the purpose of LESB.
4. Establish employment and administrative policies and procedures for all functions for the day-to-day operations of LESB, and confer monthly with board members on the operations and administration of LESB and recommend improvements as necessary;

Board Duties:

1. Develop and implement policies, procedures, and regulations subject to the approval of LESB, that are necessary to start up the operations of LESB, to ensure that LESB runs effectively, and to fulfill LESB's statutory mandate;
2. Work with all law enforcement agencies within the State and provide oversight of the certification and decertification process;
3. Overseeing the creation and operation of databases as requested by LESB;
4. Supervise all administrative disciplinary investigations initiated by LESB;
5. Coordinate and support all activities of LESB, including scheduling, location, development of agenda, meeting materials and minutes of board meetings;
6. Handle questions and provide information to media, members of the law enforcement community, and members of the public;
7. Work closely and effectively with the LESB to identify priorities and receive other direction concerning issues of significance affecting LESB and the services it provides.
8. Be familiar with the Sunshine law;
9. Recommend, interpret and apply regulations and policies; ensure consistency and compliance with governing laws and regulations; as well as analyze impact of legislation on LESB programs;
10. Maintains regular contact with relevant local, state, and national law enforcement organizations and attends relevant conferences;
11. Assist in the development and oversight of LESB's budget and/or annual expenditure plans;
12. Prepare LESB's reports as required by LESB's enabling statute,
 1. At the direction of LESB, draft and finalize LESB's annual report to include activities and recommendations of the previous year, including any proposed legislation, for submission to the Governor and the Legislature.

IV. CONTROLS EXERCISED OVER THE WORK

This position is the executive officer of LESB. The incumbent shall consult with and advise LESB to ensure compliance with its mandate.

V. REQUIRED QUALIFICATIONS.

- A. Education: Graduation from an accredited college or university in the United States.
- B. Experience: a minimum of [##] years of experience in law enforcement with at least [##] years in a management or supervisory role.
- C. Knowledge of and a demonstrated ability to work with other members and agencies of the law enforcement community.
- D. Excellent written and oral communications skills.

VI. RECOMMENDED QUALIFICATIONS

- A. Education: An advanced degree in criminal justice or an academic discipline related to law enforcement from an accredited college or university in the United States.
- B. Experience: [##] years of experience in law enforcement with [##] years in a management or supervisory role.
- C. A graduate of the Federal Bureau of Investigation National Academy, or other equivalent nationally recognized law enforcement leadership program.
- D. Familiarity with members and agencies of the law enforcement community in the State of Hawaii.