

## DRAFT POSITION DESCRIPTION

### I. IDENTIFYING INFORMATION

Class Title: LESB Administrator, SRNA  
Position Number: 124371  
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 2018, is charged with:

1. Establishing 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. Consulting, collaborating, and cooperating 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, with 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, manage, and administer the operations of the LESB and to report directly to the LESB.

### III. MAJOR DUTIES AND RESPONSIBILITIES

Administrative Duties: 50%

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

3. Hire and supervise staff necessary to accomplish the purpose of the LESB.
4. Establish employment and administrative policies and procedures for all functions for the day-to-day operations of the LESB, and confer monthly with board members on the operations and administration of the LESB and recommend improvements as necessary;
5. Work with the deputy attorney general(s) assigned to advise and counsel the LESB.

Board Duties:

50%

1. Develop and implement policies, procedures, and regulations subject to the approval of the LESB, that are necessary to start up the operations of the LESB, to ensure that the LESB runs effectively, and to fulfill the LESB's statutory mandates;
2. Work closely with all law enforcement agencies within the State and provide oversight of the certification and decertification process;
3. Oversee the creation and operation of databases as requested by the LESB;
4. Supervise all administrative disciplinary investigations initiated by the LESB;
5. Coordinate and support all activities of the LESB, including scheduling, location, development of agenda, meeting materials and minutes of board meetings;
6. Manage/review questions and provide accurate 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 additional direction concerning issues of significance affecting the LESB and its duties.
8. Be familiar with the Sunshine law (HRS Chapter 92) and how it impacts the LESB and its programs;
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 the LESB programs;
10. Maintain effective business relationships with relevant local, state, and national law enforcement organizations via verbal, written and communication which includes attending relevant conferences;
11. Assist in the development and oversight of the LESB's budget and/or annual expenditure plans;
12. Draft and finalize the LESB's annual report to include activities and recommendations of the previous year, including any proposed legislation, at the direction of LESB; and

13. Performs other duties as requested by the LESB, as appropriate.

#### **IV. CONTROLS EXERCISED OVER THE WORK**

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

#### **V. MINIMUM QUALIFICATIONS.**

- A. Education: Graduation from an accredited college or university in the United States.
- B. Experience: a minimum of 10 years of experience in law enforcement with at least 5 years in a management or supervisory role, as well as demonstrated familiarity with the development and management of law enforcement training programs.
- 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. PREFERRED 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.
  - A graduate of the Federal Bureau of Investigation National Academy, or other equivalent nationally recognized law enforcement leadership program.
- B. Experience: 25 years of experience in law enforcement with 10 years in a management or supervisory role.
- C. Familiarity with members and agencies of the law enforcement community in the State of Hawaii.