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MICHAEL A. TOWN (ret.)

**STATE OF HAWAII**  
**HAWAII CORRECTIONAL SYSTEM OVERSIGHT COMMISSION**  
**E HUIKALA A MA'EMA'E NŌ**  
235 S. Beretania Street, 16th Floor  
HONOLULU, HAWAII 96813  
(808) 587-4160

## POSITION DESCRIPTION

### I. IDENTIFYING INFORMATION

Title: Reentry Oversight Specialist  
Agency: Hawaii Correctional System Oversight Commission  
Geographic Location: 235 S. Beretania Street, Honolulu, HI 96813

Opening Date: Wednesday, July 1, 2026  
Closing Date: Friday, July 31, 2026

Salary: Commensurate with education and experience.

**To Apply:** Please send cover letter, resume, and completed application to Christin Johnson, Oversight Coordinator at [hcsoc@hawaii.gov](mailto:hcsoc@hawaii.gov).

Application can be found at: [State of Hawai'i Application for Non-Civil Service Appointment](#)

### II. INTRODUCTION

Function of this organizational unit:

The Hawaii Correctional System Oversight Commission (the Commission) as established in [Chapter 353L of Hawaii Revised Statutes](#), is charged with:

1. Overseeing the State's correctional system, investigating complaints at correctional facilities, and facilitating a correctional system transition to a rehabilitative and therapeutic model;
2. Establishing maximum inmate population limits for each facility; formulating policies and procedures to prevent the inmate population from exceeding capacity;
3. Ensuring that the Comprehensive Offender Reentry System under Chapter 353H, Hawaii Revised Statutes, is working properly through monitoring and reviewing elements of the program.

Purpose of the position:

This position is to monitor and review the Comprehensive Offender Reentry Program to make recommendations to the Department of Corrections and Rehabilitation, the Hawaii Paroling Authority, and the Legislature regarding reentry and parole services.

### **III. MAJOR DUTIES AND RESPONSIBILITIES**

#### **A. Administrative Duties**

1. Work with the Department of Corrections and Rehabilitation in monitoring and reviewing the Comprehensive Offender Reentry Program, including facility educational and treatment programs, rehabilitative services, work furloughs, and the Hawaii Paroling Authority's oversight of parolees. Assist the Commission in creating recommendations to the Department of Corrections and Rehabilitation, the Hawaii Paroling Authority, and the Legislature regarding reentry and parole services; and
2. Ensure that the comprehensive offender reentry system under Chapter 353H is working properly to provide programs and services that result in the timely release of inmates on parole when the maximum terms have been served instead of delaying the release for lack of programs and services.

#### **B. Monthly Reports, Annual Reports**

1. This Reentry Oversight Specialist shall submit a monthly report to the Oversight Coordinator to be shared with the Commission, the Governor, and the Legislature. The monthly report shall include actions taken specific to reentry and diversion efforts for the preceding month.
2. The Commission shall submit an annual report to the Governor and the Legislature no less than twenty days before the convening of each regular session. The annual report shall include a full and complete statement of actions taken by the Commission for the preceding years, and recommendations, including any proposed legislation, that the Commission deems necessary or desirable. The Reentry Oversight Specialist will assist with the annual report in ensuring efforts towards monitoring and reviewing the Comprehensive Offender Reentry Program are included.

#### **C. Investigation of Violations of State Law or Rules**

1. Receive allegations of any violations of the laws of the State of Hawaii or rules pertaining to the comprehensive reentry system.
2. Have jurisdiction over investigating complaints at correctional facilities that are specific to reentry and diversion including facility educational and treatment programs, rehabilitative services, work furloughs, and the Hawaii Paroling Authority's oversight of parolees.

#### **D. Studies and Investigations**

1. The Reentry Oversight Specialist shall conduct an ongoing study and investigation of the operation and the administration of reentry system laws in

effect in other states or countries, any literature on the subject that may be published or available, any federal laws that may affect the operation of the reentry system, and the reaction of residents to existing and potential features of the reentry system in order to recommend or effect changes that will tend to serve the purposes of this chapter.

2. Facilitate a correctional system transition to a rehabilitative and therapeutic model with information gathered from investigation of violations and research.

#### **IV. RECOMMENDED QUALIFICATIONS**

##### **A. Knowledge/Abilities:**

1. Knowledge of the principles and practices of correctional systems, including probation, jail, prisons, and parole.
2. Well-versed in criminal justice reform and committed to the transition to a rehabilitative and therapeutic correctional system model, as required by Chapter 353L.
3. Ability to work independently on reports and projects.
4. Ability to perform research, manage and analyze a wide range of information, and draft reports.
5. Strong organizational and writing skills.
6. Effective verbal and written communications skills.
7. Solid organization skills, accuracy, and ability to successfully manage multiple and sometimes competing projects, tasks, and deadlines.
8. A personal commitment to excellence and strong attention to detail and accuracy.
9. Basic computer skills and ability to use MS Office Suite, databases, and online systems.
10. Demonstrated ability to successfully interact with a broad range of individuals in a professional and pleasant manner; excellent interpersonal skills and a positive attitude. Ability to work well on a team.

##### **B. Education/Experience:**

Graduation from an accredited college or university. Experience in program administration and oversight. Those with lived experience strongly encouraged to apply.

**C. Desired Qualities:**

1. Systems-oriented thinking and an ability to understand, create and implement complex processes.
2. Strong work ethic, a high degree of patience, adaptability, and an ability to remain poised under pressure.
3. Strong time and task management (i.e. ability to plan, schedule, and execute).
4. Sound judgment, initiative, and decision-making skills.
5. The ability to work within a team and to lead, coach, inspire, support, and motivate others.
6. Willingness to extend kindness, compassion and accountability to oneself and others.