

## Who we are and what we do:

The Office of Criminal Justice Programs (OCJP) under the State Department of Finance and Administration functions as a strategic planning agency that secures, distributes, and manages federal and state funds for Tennessee.

OCJP utilizes strategic program management, a structured process that looks three to five years ahead of daily grant management activities at the changing needs of Tennessee's justice system and the needs of victims of violent crime. OCJP tracks problems surfacing in the criminal justice system, monitors trends in Tennessee's communities, assesses the condition of the state's resources, and measures the recent performance of OCJP-funded programs.

To address crime and victimization in Tennessee, OCJP manages a systematic, year-round cycle for determining the communities' needs, identifying the justice system's problems, setting program priorities, making grant allocation decisions, managing those funded projects, and evaluating the results of those decisions.

## How you make a difference in this role:

OCJP Project Management Specialists interact with state and local governmental agencies as well as non-profit agencies to oversee projects in criminal justice and victim services by providing outstanding training and technical assistance to ensure successful project implementation, and through on-site monitoring of projects to ensure integrity and consistency of programming.

PM Specialists serve as guides to local communities, providing a customer service-focused approach to every aspect of the project's design. As experts in these projects, PM Specialists also serve to provide education and updates on the goals, progress, and data-centered impact for stakeholders at the local and state levels, including the Governor's Office and State Legislature.



## Project Management Specialist

Department of Finance and Administration  
Office of Criminal Justice Programs  
State of Tennessee

Are you looking for an exciting opportunity to contribute in a significant way to improve the safety of Tennesseans? We are seeking a highly motivated, collaborative, and detail oriented individual to join our team.

This is an executive service position, pay grade 30, with an average salary range between \$40,380 - \$52,500 annually, (based on experience and qualifications).

### Work Environment:

- This is a Nashville based position with the opportunity to work remotely up to 5-days a week. Monthly travel for program monitoring is typical, and occasional out of state travel is possible.

### Key Responsibilities

#### Support local government agencies in successfully implementing innovative projects by:

- Working closely with assigned grant funded agencies to provide excellent customer service and technical assistance on funded projects;
- Coordinating with state and local agencies on high-priority state projects and initiatives;
- Overseeing distribution of special state funding, including contract execution and contract management;
- Providing high level training, technical assistance, and monitoring of criminal justice and victim services programs;
- Applying critical thinking and foresight to anticipate and support needs of funded agencies in successful implementation of projects;
- Facilitating stakeholder meetings and helping to build professional relationships;
- Assisting with strategic planning and implementation for state funds directed at victim services and criminal justice projects;
- Providing administration of funding requirements, including reporting, compliance, financial oversight, and more;
- Collecting, analyzing, and reporting the funded projects' performance measures;
- Collecting and analyzing data using excel spreadsheets and access database queries; and
- Providing additional oversight of projects, as assigned.

### Qualifications

- Bachelor's Degree from an accredited college or university, Master's preferred.
- Experience equivalent to four years of full-time increasingly responsible professional project management and analytic work, including at least one-year supervisory experience.
- Excellent written and verbal communication skills, proficiency in Microsoft Office, Excel, and Access database.
- Knowledge of grants, budget documents, and grant writing is preferred.
- Experience using critical thinking and making operational decisions based on limited or ambiguous information is helpful.
- Experience in the field of criminal justice or victim services is preferred.

### To apply:

Please submit your cover letter and resume by 10/7/2022 to [Jessica.Cleveland@tn.gov](mailto:Jessica.Cleveland@tn.gov).

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*