

## 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 its 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:

The OCJP Quality Assurance Program Manager ensures OCJP meets federal and state compliance requirements for administering funding that directly impacts public safety, reduces fraud, waste, or abuse by training OCJP staff and subrecipients to understand complex regulations, and leads discussions to bridge abstract concepts that are at the forefront of criminal justice reform and best practices.

[TN State Government Careers](#)



## Grant Management - Program Manager Quality Assurance

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, by developing strategies to reduce the prevalence of crime and victimization and developing programs to implement those strategies? 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 hiring salary range between \$40,380 - \$52,500 annually, (based on experience and qualifications).

### Key Responsibilities:

- Maintain compliance for all state contracting requirements.
- Integrate and implement new federal and state award requirements into existing documents.
- Oversight of Civil Rights compliance, which includes reviewing monitoring attestations, routing complaints, and providing technical assistance to internal and external customers.
- Assist and lead various compliance trainings for internal and external customers.
- Manage and destroy records according to federal and state requirements.
- Review, log, and route monitoring reports and other documents.
- Collect and examine data using Excel and various information systems.
- Developing manuals, guides, and ad hoc document templates.
- Monthly state and occasional out-of-state travel may be required.

### Qualifications:

- A Bachelor's Degree from an accredited college or university.
- Experience equivalent to four years of full-time increasingly responsible professional planning and analytic work, including managing programs of increasing responsibility or complexity.
- At least one year of supervisory experience is preferred.
- Excellent writing, math, and computer skills.
- Advanced proficiency with Adobe and the entire Microsoft Office suite.
- Experience in the field of criminal justice or victim services is preferred.

### To apply:

Please submit your resume and cover letter by 10/18/2021 to [Ronald.G.Williams@tn.gov](mailto:Ronald.G.Williams@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.*