

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 Information Systems 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](#)



Information Systems Manager-Quality Assurance

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 using your technical expertise and ingenuity to assist the office in strategic planning to reduce the prevalence of crime and victimization? This position is uniquely positioned within the Quality Assurance Unit with a focus on oversight of the information systems for the office. We are seeking a highly motivated, collaborative and detail-oriented individual to join our team.

This is an executive service position, salary grade L, with an average hiring salary range between \$53,000 - \$60,000 annually, (based on experience and qualifications). The position is based in Nashville, and allows for some remote work, as approved.

Key Responsibilities:

- Creating graphics, charts, and other data visualizations.
- Management and creation of web-forms using Formstack or similar programs.
- Assist and facilitate trainings on technology and use of for internal and external customers.
- Manage and implement automation projects to improve efficiency of the office.
- Provide oversight of the office Access database and cloud-based grant management system.
- Provide information systems technical assistance to staff and grantees.
- Collect and examine data using various platforms, including excel.
- Oversight and improvement of office information sharing systems, such as SharePoint, Microsoft Teams, Outlook, and H drive.
- Occasional in and 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, with an emphasis in technology and information systems.
- At least one year of project supervision experience is preferred.
- Excellent writing, math, and computer skills.
- Experience presenting recommendations to office leadership.
- Advanced proficiency with Adobe and the entire Microsoft Office suite.
- Work experience with Excel pivot tables and large datasets is preferred.
- Experience with Grants Management Systems is preferred.
- Experience managing multiple information and technology systems.

To apply:

Please submit your resume and cover letter by 2.8.2023 to 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.