

Jodie F. Maesaka-Hirata

Objective

A responsible and challenging career position that assists and makes a difference in the lives of the people of Hawaii.

Education

Chaminade University, Honolulu-

Masters of Science in Criminal Justice Administration-August 2001

University of Hawaii, Manoa- Bachelors of Social Work- May 1988

University of Hawaii, Leeward- Associates of Arts- May 1986

Pearl City High School- June 1984

Experience

State of Hawaii-Department of Public Safety

Deputy Director for Corrections

January 2016 to Present

Oversees the Statewide direction, control, coordination, fiscal and budgetary management, functioning, and operations of the Department of Public Safety's Corrections Division. The Corrections Division includes: Institutions; Intake Service Centers; Corrections Program, Health Care, and the Hawaii Correctional Industries Divisions. The Deputy Director of Corrections (DEPC) works closely with Administration Division which includes: Personnel (e.g. recruitment, classification, processing of new hires, completing background checks, employee relations (e.g. worker's compensation, family leave, health insurance, etc.), employee transactions, labor relations inclusive but not limited unions negotiations, consultations, settlements, etc., employees assistance, etc.), Planning, Procurement and Budgetary development, Fiscal accounts which include but is not limited to payroll issues of staff, inmate workline accounts, accounts receivable/payable, inmates' restricted and/or spendable accounts, special funds, grants, etc., Capitol Improvement Projects, Management and Information's Systems, Office Services, Training and Staff Development. Also, works closely with the Director's staff which includes but is not limited to: Internal Affairs (e.g. Administrative and/or Criminal Investigations of staff and/or inmate misconducts); Civil Rights Compliance Office inclusive of Americans with Disabilities Compliance, Crime Victims Compensation Commission; Inspections, Investigations and Compliance (e.g. Audit and compliance, policy management, etc.). This position also works closely with administratively attached agencies such as the Hawaii Paroling Authority; Crime Victim's Compensation Commission, Hawaii Correctional Industries Board and the Corrections Program Management Commission. This position works in tandem with the Law Enforcement Division which includes: Sheriffs: Executive Protection; and Narcotics Enforcement Divisions to insure that our Correctional Institutions are safe for all staff and inmates and is free of corruption, drugs, contraband, and other illicit activities. Also, works closely with Federal, State and County investigative bodies on cases that cross jurisdictional lines.

This position is responsible for the analysis, implementation and oversight of the Corrections Division's budgetary needs, inclusive of all program's operations, administrative/personnel development; position development inclusive of development of position descriptions and justification, conducts performance appraisals and evaluations of staff, prepares interview questions, conducts interviews for hire, process of documentation for new hires, develops budgets and strategies for repair and maintenance of current facilities, plans, develops and implements capitol improvement projects, purchases, contracts, grants, training, etc.,. Works with the Governor's Office, Department of Budget and Finance, Legislative and Judicial Branches to address the overall needs of the Department to fulfill it's mission to keep the people of Hawaii safe. Includes development of legislative changes inclusive of budgetary development for biennium, supplemental and annual needs, program development; description and justification for all needs, developing testimony, crafting and introducing of new bills and laws that positively impact the Department and the State's overall mission to service the people of Hawaii. Also, partners with other State Departments, Federal, County, and private agencies to meet the needs of those we services inclusive of those incarcerated, in the process of judicial proceedings, addressing victim services in the community, law enforcement, conducts both criminal and administrative investigations, insures that due process is followed, works closely with employee unions to insure that obligatory and contractual mandates are met and upheld. This also includes but is not limited to additional budgetary and operational need development through grants from other State, County and Federal agencies, donations, volunteers, fellowships, training programs, law development; implementation and adherence, policies and procedure development, etc. Reviews and analyzes research, judicial judgments, legislative changes, national trends, etc., related to Correctional management, inmate management, health and social reforms that impact offenders, correctional and law enforcement policies and procedures, staffing and/or personnel issues, etc.,

Leads Division with integrity, fairness and professionalism.

City and County of Honolulu- Prosecuting Attorney's Office
Victim Witness Advocate Services- Volunteer Services Coordinator
January 2014 to December 2015

Develop, organize and implement the Volunteer Services for the Prosecuting Attorney's Office. This included but not limited to: recruitment, training, budget, curriculum development and implementation for students interns whose study areas included victim advocacy, social work, child development, human development, law, law enforcement, technology information management, legislation and political science, investigations, psychology, sociology, criminal justice administration, etc.,. In addition, this position also worked directly with volunteer leaders in the community as a means to network, advocate for volunteer placement, employment placement and referrals for volunteers as well as victims of crime.

This position was given special projects by the Prosecutor and Deputy Prosecuting Attorney to improve office morale. Events were created that brought staff together for brief periods of interactions that increased positive communication and spirits of an often times very fast paced and intense environment due to the intensity and seriousness of the workers cases.

State of Hawaii-Department of Public Safety- Oahu Community Correctional Center
Corrections Supervisor II/ Community Based Administrator
October 2012 to December 2013

Oversees the Community Based Section (CBS) for the Oahu Community Correctional Center (OCCC) which incarcerates adult male offenders. Formulates long and short-range program goals, objectives and program plans; creates expenditure plans and implements budget; assesses staffing needs, provides supervision, training and direction of staff, reporting and personnel management for the CBS (inclusive of interviewing for hire, conducting staff investigations, performance evaluations and discipline as needed). Creates and updates program guidelines and operational policies to establish standards necessary for evaluation and growth planning. Provides overall technical and general management, supervision, direction, training, monitoring, and evaluation services to facilitate community based programming for sentenced felons housed at OCCC. This includes but is not limited to the supervision and functioning of the case management program, community service worklines, furlough programming, inclusive of substance abuse treatment, sex offender treatment, education, offender workforce development, and individual and group counseling. Assists on a departmental level with the development and implementation of training for Correctional Case Managers. Inclusive of but not limited to: Offender Classification, Level Of Service Inventory-Revised/Adult Substance Abuse Survey, Case Planning, Thinking Reports, Cognitive Behavior Therapy, Offender Workforce Development, Parole planning and report writing, networking with other State and Private Agencies for resources needed for clients, etc. Assist with Suicide and Critical Incident Debriefing for departmental staff and offenders. Assist with special projects on the Departmental level including Classification and Case Management Project.

Plans, develops, and implements inmate furlough and transitions programs. Inclusive, but not limited to: job development, prosocial behavior program development, housing development, recruitment of potential employers, volunteers, and/or mentors; community networking, advocating for program assistance for the offenders, family reunification, develops, plans and implements for security monitoring and needs (e.g. drug testing, job and home site checks, facility monitoring, etc.).

State of Hawaii Department of Public Safety- Deputy Director for Corrections
May 2012 to October 2012

Oversees the Statewide direction, control, coordination, fiscal and budgetary management, functioning, and operations of the Department of Public Safety's Corrections Division. The Corrections Division includes: Institutions; Intake Service Centers; Corrections Program, Health Care, and the Hawaii Correctional Industries Divisions. The Deputy Director of Corrections (DEPC) works closely with Administration Division which includes: Personnel (e.g. recruitment, classification, processing of new hires, completing background checks, employee relations (e.g. worker's compensation, family leave, health insurance, etc.), employee transactions, labor relations inclusive but not limited unions negotiations, consultations, settlements, etc., employees assistance, etc.), Planning, Procurement and Budgetary development, Fiscal accounts which include but is not limited to payroll issues of staff, inmate workline accounts, accounts

receivable/payable, inmates' restricted and/or spendable accounts, special funds, grants, etc., Capitol Improvement Projects, Management and Information's Systems, Office Services, Training and Staff Development. Also, works closely with the Director's staff which includes but is not limited to: Internal Affairs (e.g. Administrative and/or Criminal Investigations of staff and/or inmate misconducts); Civil Rights Compliance Office; Crime Victims Compensation Commission; Inspections, Investigations and Compliance (e.g. Audit and compliance, policy management, etc.). This position also works closely with administratively attached agencies such as the Hawaii Paroling Authority; Crime Victim's Compensation Commission, Hawaii Correctional Industries Board and the Corrections Program Management Commission. This position works in tandem with the Law Enforcement Division which includes: Sheriffs: Executive Protection; and Narcotics Enforcement Divisions to insure that our Correctional Institutions are safe for all staff and inmates and is free of corruption, drugs, contraband, and other illicit activities. Also, works closely with Federal, State and County investigative bodies on cases that cross jurisdictional lines.

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Leads Division with integrity, fairness and professionalism.

State of Hawaii Department of Public Safety- Director
December 2010 to May 2012

Oversees the Statewide direction, control, coordination, fiscal and budgetary management, functioning, and operations of the Department of Public Safety, inclusive of its Administration, Law Enforcement and Corrections Divisions. The Administration Division which includes: Personnel (e.g. recruitment, classification, processing of new hires, completing background checks, employee relations (e.g. worker's compensation, family leave, health insurance, etc.), employee transactions, labor relations inclusive but not limited unions negotiations, consultations, settlements, etc., employees assistance, etc.), manages employee promotions through development and evaluation of interview and hiring process, evaluations and monitors employee performance, Planning, Procurement and Budgetary development and implementation of Fiscal accounts which include but is not limited to payroll issues of staff, inmate workline accounts, accounts receivable/payable, inmates' restricted and/or spendable accounts, special funds, grants, etc., plans, develops and implements Capitol Improvement Projects, Management and Information's Systems, Office Services, Training and Staff Development. Also, works closely with the Director's staff which includes but is not limited to: Internal Affairs (e.g. Administrative and/or Criminal Investigations of staff and/or inmate misconducts); Civil Rights Compliance Office; Crime Victims Compensation Commission; Inspections, Investigations and Compliance (e.g. Audit and compliance, policy management, etc.). The Law Enforcement includes: Sheriffs: Executive Protection; and Narcotics Enforcement Divisions. The Corrections Division includes: Institutions; Intake Service Centers; and Corrections Program Divisions. The Hawaii Paroling Authority (HPA), Crime Victims Compensation Commission (CVCC) and the Hawaii Correctional Industries (HCI) are administratively attached to the Department. HPA is funded through the State whereas CVCC and HCI are special funded.

This position is responsible for the analysis, implementation and oversight of the Department's budgetary needs, inclusive of all program's operations, administrative/personnel development; position development inclusive of development of position descriptions and justification, repair and maintenance, capitol improvement projects, purchases, contracts, grants, training, etc.,. Works with the Governor's Office, Department of Budget and Finance, Legislative and Judicial Branches to address the overall needs of the Department to fulfill its mission to keep the people of Hawaii safe. Includes development of legislative changes inclusive of budgetary development for biennium, supplemental and annual needs, program development; description and justification for all needs, developing testimony, crafting and introducing of new bills and laws that positively impact the Department and the State's overall mission to service the people of Hawaii. Also, partners with other State Departments, Federal, County, and private agencies to meet the needs of those we services inclusive of those incarcerated, in the process of judicial proceedings, addressing victim services in the community, law enforcement, conducts both criminal and administrative investigations, insures that due process is followed, works closely with employee unions to insure that obligatory and contractual mandates are met and upheld. This also includes but is not limited to additional budgetary and operational need development through grants from other State, County and Federal agencies, donations, volunteers, fellowships, training programs, law development; implementation and adherence, policies and procedure development, etc. Reviews and analyzes research, judicial judgments, legislative changes, national trends, etc., related to Correctional management, inmate management, health and social reforms that impact offenders, correctional and law enforcement policies and procedures, staffing and/or personnel issues, etc.,

Leads Departmental with integrity, fairness and professionalism.

State of Hawaii-Department of Public Safety-Waiawa Correctional Facility -Acting Warden
January 18, 2008 to December 6, 2010

Oversee the direction, control, coordination and general management of the Waiawa Correctional Facility which houses sentenced felon adult male offenders. Includes but is not limited to budget/ expenditure development for overall functioning of the Waiawa Correctional Facility which includes planning and organizing for staffing, coordination and evaluation and reporting; general supervision and oversight of all security functions which includes the overall control, custody, rehabilitation, redirection, preventing of escapes, etc.; facility operations (e.g. maintenance of facility infrastructure), daily functioning of Re-entry programs inclusive of social services personnel, provides needed information for Legislative planning, budgeting and information, etc.

Plans and formulates strategies to maintain facility in general working order while working within provided budgetary allotment, develops overall programmatic vision for the Facility based on the Department's Mission and Goals. Plans and develops for personnel and staffing needs inclusive of all personnel costs, benefits, needs, performance evaluations, planning for new hires, interviewing, etc. Provides technical and general supervision for: the Chief of Security and Security Section to insure that the Facility maintains a safe level of operations for all staff and all offenders; the Offender Services Administrator and Section to insure that offenders are provided with sound programs to enhance their redirection, rehabilitation and eventual re-entry to the community; the Operations Institutions Facility Superintendent and Section to insure that the Facility maintains a safe level of operations to insure that offenders' basic needs are met by providing a safe, secure, and healthy environment. Also, provides onsite supervision of programs operating within the confines of the facility.

Assesses, evaluates, creates and updates program guidelines and operational policies to establish standards necessary for evaluation and growth planning. Provides overall technical and general management, supervision, direction, training, monitoring, and evaluation services to facilitate community based programming for sentenced felons housed at WCF. This includes but is not limited to the supervision and functioning of the case management program, community service and facility worklines, furlough and re-entry programming, inclusive of substance abuse treatment, education, offender workforce development, and individual and group counseling. Assists on a departmental level with the development and implementation of training for Correctional Case Managers. Inclusive of but not limited to: Offender Classification, Level Of Service Inventory-Revised/Adult Substance Abuse Survey, Case Planning, Thinking Reports, Cognitive Behavior Therapy, Offender Workforce Development, Parole planning and report writing, networking with other State and Private Agencies for resources needed for clients, etc. Assist with Suicide and Critical Incident Debriefing for departmental staff and offenders. Assist with special projects on the Departmental level including Classification and Case Management Project.

State of Hawaii-Department of Public Safety- Oahu Community Correctional Center
Corrections Supervisor II/ Community Based Administrator
December 2002 to January 2008

Oversees the Community Based Section (CBS) for the Oahu Community Correctional Center (OCCC) which incarcerates adult male offenders. Formulates long and short-range program goals, objectives and program plans; creates expenditure plans and implements budget; assesses staffing needs, provides supervision, training and direction of staff, reporting and personnel management for the CBS (inclusive of interviewing for hire, conducting staff investigations, performance evaluations and discipline as needed). Creates and updates program guidelines and operational policies to establish standards necessary for evaluation and growth planning. Provides overall technical and general management, supervision, direction, training, monitoring, and evaluation services to facilitate community based programming for sentenced felons housed at OCCC. This includes but is not limited to the supervision and functioning of the case management program, community service worklines, furlough programming, inclusive of substance abuse treatment, sex offender treatment, education, offender workforce development, and individual and group counseling. Assists on a departmental level with the development and implementation of training for Correctional Case Managers. Inclusive of but not limited to: Offender Classification, Level Of Service Inventory-Revised/Adult Substance Abuse Survey, Case Planning, Thinking Reports, Cognitive Behavior Therapy, Offender Workforce Development, Parole planning and report writing, networking with other State and Private Agencies for resources needed for clients, etc. Assist with Suicide and Critical Incident Debriefing for departmental staff and offenders. Assist with special projects on the Departmental level including Classification and Case Management Project.

Plans, develops, and implements inmate furlough and transitions programs. Inclusive, but not limited to: job development, prosocial behavior program development, housing development, recruitment of potential employers, volunteers, and/or mentors; community networking, advocating for program assistance for the offenders, family reunification, develops, plans and implements for security monitoring and needs (e.g. drug testing, job and home site checks, facility monitoring, etc.).

State of Hawaii-Department of Public Safety - Women's Community Correctional Center
Corrections Supervisor II/ Offender Services Administrator (Temporary Assignment)
June 2002 to December 2002

Provide direct supervision of the Offender Services Section of the Women's Community Correctional Center which incarcerates adult female offenders. Provided supervision for case managers responsible to assess and evaluate needs of offenders, formalize and implement treatment and program plans, and provide semiannual and annual evaluations on their progress. Prepares necessary parole plans, and conducted offender classifications. Monitored and implemented behavior management and modification programs for offenders with social and behavioral problems. Provided crisis counseling to the offenders.

Made appropriate referrals to outside social service agencies that were able to assist the offender or his/her families with personal issues or concerns. Conducted weekly Module meetings to ensure that Correctional Staff and Civilian Staff were abreast of changes in needs of the offenders. Assisted with gender responsive programming for women offenders in consultation with National Institute of Corrections Consultants.

State of Hawaii-Department of Public Safety-Corrections Program Services
Social Worker V/Volunteer Services Officer
March 1994 to December 2002

Organizes, plans, and maintains Statewide Volunteer Services Program for the Department of Public Safety. Provides technical and general management, supervision, direction, training, monitoring, and evaluation services to facilitate volunteer citizens' participation in the Division of Corrections. Provides technical supervision and support for eight Branch Liaison Volunteer Coordinators. Conducts monthly Volunteer Orientation and Training. Mediates between volunteers and their supervisors when needed. Assists Corrections Program Administrators with grant formulations and necessary program budgets and other related administrative duties. Writes program guidelines and operational policies to establish standards necessary for evaluation and growth planning. Develops and oversees implementation of yearly expenditure plans, plans for biennium and supplemental funds. Formulates long and short-range program goals and objectives. Provides information, oral and written and testimony for Legislature on program progress, impact on cost savings to the Department and program needs. Assisted with the monitoring of program grants and contracts between the Department, State Agencies, Federal Agencies and/or private sector.

State of Hawaii-Department of Public Safety- Halawa Correctional Facility
Social Worker IV-Case Manager
July 1992 to March 1994

Provide direct case management for sentenced felons. Assess and evaluate needs of offenders, formalize and implement treatment and program plans, and provide semiannual and annual evaluations on their progress. Prepares necessary parole plans, and conducted offender classifications. Monitored and implemented behavior management and modification programs for offenders with social and behavioral problems. Provided crisis counseling to the offenders. Made appropriate referrals to outside social service agencies that were able to assist the offender or his/her families with personal issues or concerns. Conducted weekly Module meetings to ensure that Correctional Staff and Civilian Staff were abreast of changes in needs of the offenders.

State of Hawaii-Department of Education-Leeward Special Services
Social Worker IV (Limited Term)
January 1992 to July 1992

Assessed and evaluated the social and behavioral needs of children with special needs via Vineland Testing and home visits. Worked cohesively with multidisciplinary teams to develop and treatment plans for youths with special needs. Conducted team meeting to evaluate and re-evaluate the progress of the children. Worked with families on acceptance of child's needs and made appropriate referrals to other social agencies.

State of Hawaii-Department of Human Services- Foster Home Certification Unit
Social Worker III
June 1990 to January 1992

Assessed and evaluated potential foster and adoptive parents for potential placement. Conducted home visits, individual and family interviews, prepared home study report, ensured that potential foster and adoptive families met all State regulations, and made appropriate recommendations for certification. Conducted training and orientation for both new foster parents and potential adoptive parents. Consulted with Child Protective Services Workers for opinions on possible placements. Conducted follow up visits to ensure successful placements. Provided appropriate referral sources when necessary. Conducted yearly re-evaluations of foster home for certification and necessary compliance.

State of Hawaii-Department of Public Safety- Social Worker II- Case Manager
April 1989 to June 1990

Provide direct social case management for sentenced felons. Assess and evaluate needs of offenders, formalize and implement treatment and program plans, and provide semiannual and annual evaluations on their progress. Prepares necessary parole plans, and conducted offender classifications. Monitored and implemented behavior management and modification programs for offenders with social and behavioral problems. Provided crisis counseling to the offenders. Made appropriate referrals to outside social service agencies that were able to assist the offender or his/her families with personal issues or concerns. Attended weekly Module meetings to ensure that Correctional Staff and Civilian Staff were abreast of changes in needs of the offenders.

Hale Kipa- Relief Worker Coordinator
December 1988 to April 1989

Planned and coordinated relief worker's schedules for youth shelter. Provided relief services when schedules were not filled. Provide supervision and crisis counseling to runaway youths and their families.

State of Hawaii-Department of Human Services-
Social Services Aide III (Emergency Hire)
August 1988 to December 1988

Provided support services to Child Protective Service workers. Provide transportation of children to necessary medical or psychological appointments. Monitored family visits. Prepared reports on family interaction for social workers.

Parent and Child Center of Center of Hawaii- Hana Like
Home Visitor - June 1988 to August 1988

Conducted home visits with economically disadvantaged families, young and new families at risk for child abuse and/or neglect. Conducted Denver testing of infants and toddlers for age

appropriateness. Prepared home study reports. Provided parents and mothers with appropriate role modeling and referral sources for support.

Special Skills/Certifications and Affiliated Organizations

Motivational Interviewing Assessment for Supervisors 11/07
Certificate of Merit- Salute to Women- Hawaii Joint Police Association 09/07
Case Planning 07/07; Thinking Reports 06/07; Cognitive Skills Principles 06/07
Combines Integrated Skills Training 06/07
Global Career Development Facilitator 06/06
Completion of Cognitive Skills Training 2006
Certified Offender Workforce Development Specialist Training 10/05
Critical Incident Response Team Training 06/05
Completion of Motivational Interviewing Training 2004
Level of Services Inventory/ Adult Substance Abuse Survey Certified 07/03
Accredited Baccalaureate of Social Work 1991
American Corrections Association 1989
National Career Development Association 2005
Association of Correctional Administrators 12/2010 to 05/2012
Microsoft Office/ Word/Excel/PowerPoint