



**STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS**

P. O. BOX 1879
HONOLULU, HAWAII 96805

Post by: June 5, 2014

VACANCY ANNOUNCEMENT (VA~E #14-014)

TITLE & PAY RANGE: HHL MANAGEMENT ANALYST IV, SR-NA (22)
POSITION NO. & BARGAINING UNIT: 102946, BU-13 Professional/Scientific
POSITION STATUS: Temporary NTE 06/30/2015, Exempt, Non-Civil Service
LOCATION: Administrative Services Office, Kapolei, Oahu, Hawaii

SUMMARY DESCRIPTION OF POSITION:

This position is located in the Administrative Services Office and is responsible for reviewing, analyzing, and evaluating programs, policies, procedures, systems and processes; develop, advise on, and recommend improvements in systems, policies and procedures, practices, methods, and/or organizational structure; plan and coordinate budget formulation, presentation, and execution; develop and implement procedures for records management; and conduct space planning and utilization and other worked related duties

MINIMUM QUALIFICATION REQUIREMENTS are indicated on the reverse side.

A copy of the position description is available for review in the DHHL Personnel Office.

DEADLINE FOR FILING:

Applications must be submitted to the DHHL Personnel Office by no later than
4:30 P.M., Wednesday, June 18, 2014.

This vacancy will be filled by an exempt (non-civil service) at will, appointment. Additional information may be obtained by calling Personnel at 620-9540.

Jobie M. K. Masagatani, Chairman
Hawaiian Homes Commission

AN EQUAL OPPORTUNITY EMPLOYER

HHL MANAGEMENT ANALYST IV

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

Baccalaureate degree from an accredited university.

General Experience:

Six (6) months of professional work experience involving the analysis and evaluation of managerial policies, systems, methods, and practices in the development and/or improvement of same.

Specialized Experience:

Two (2) years of progressively responsible professional work experience must have involved conducting organizational analysis, work measurement/methods studies, management information systems design and evaluation, and management surveys in order to identify problem areas and develop recommendations for improving the economy, efficiency, and effectiveness of a given operation through the proper application of sound methods, principles, and practices of management.

Substitutions Allowed:

A Master's or a Ph.D. degree from an accredited university with specialization in management, public administration, or a related field, which provided knowledge of the principles, practices, techniques, and methodologies of management, may be substituted for six (6) months of the General Experience.