



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

P. O. BOX 1879  
HONOLULU, HAWAII 96805

Post by: May 28, 2014

VACANCY ANNOUNCEMENT (VA~E #14-012)

TITLE & PAY RANGE: HALE Manager, SR-NA (26)  
POSITION NO. & BARGAINING UNIT: 117626, BU-73 Excluded Professional/Scientific  
POSITION STATUS: Temporary NTE 06/30/2015, Exempt, Non-Civil Service  
LOCATION: Office of the Chairman, Kapolei, Oahu, Hawaii

**SUMMARY DESCRIPTION OF POSITION:**

This position is located in the Office of the Chairman and is responsible for providing overall direction and management of the department's home ownership/lessee education program. This program will prepare native Hawaiians for homeownership, assist native Hawaiians to financially qualify for a loan, and assist native Hawaiians in credit repair and debt reduction. This position serves as liaison between the Office of the Chairman and other department/divisions and offices as well as with other providers involved in the delivery of financial literacy services for the DHHL.

MINIMUM QUALIFICATION REQUIREMENTS are indicated on the reverse side.

**DEADLINE FOR FILING:**

Currently on continuous recruitment until further notice.

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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.

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Jobie M. K. Masagatani, Chairman  
Hawaiian Homes Commission

AN EQUAL OPPORTUNITY EMPLOYER

HALE MANAGER:

**MINIMUM QUALIFICATION REQUIREMENTS:**

Education:

Baccalaureate degree from an accredited university.

Generalized Experience:

One and one-half (1-1/2) years of responsible professional work experience which required:

1. work with multiple contractors to meet scope of services
2. analytical work requiring compiling and evaluating facts on complex issues, drawing sound conclusions from facts, and recommending appropriate actions to resolve the issues based upon a knowledge of law or policy governing the subject matter
3. public speaking and presentations to groups and individuals
4. program coordination including project design, planning, implementation, and overall program supervision
5. effective verbal and written communication skills
6. a variety of assignments of a confidential nature

Specialized Experience:

Two and one-half (2-1/2) years of progressively responsible professional work experience involving knowledge of:

- a. banking procedures that include pre-loan qualification, personal finance, and credit repair work;
- b. evaluation and research reports on program or provider monitoring, tracking, financials, etc.
- c. contract monitoring, tracking of servicing agencies and consultants

Supervisory Experience:

Potential for Supervisory aptitude, which is the demonstration of potential to perform supervisory duties. This is displayed through successful completion of regular or special assignments involving some supervisory responsibilities or aspects; or by serving as a group or team leader. Or in other similar work in which opportunities for demonstrating supervisory capabilities exists; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

A Master's degree from an accredited university in Finance, Business Administration, or a closely related field, may be substituted for one and one-half (1-1/2) years of the Specialized Experience.