

NEIL ABERCROMBIE
GOVERNOR
STATE OF HAWAII



JOBIE M. K. MASAGATANI
CHAIRMAN
HAWAIIAN HOMES COMMISSION

DARRELL T. YOUNG
DEPUTY TO THE CHAIRMAN

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

P. O. BOX 1879
HONOLULU, HAWAII 96805

Post by: October 23, 2014

VACANCY ANNOUNCEMENT (VA~E #14-015)

TITLE & PAY RANGE: HHL ADMINISTRATIVE RULES OFFICER, SR-NA (28)
POSITION NO. & BARGAINING UNIT: 102385, BU-73 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 developing the DHHL administration doctrines, policies, strategies, and guidelines to assist the Hawaiian Homes Commission (HHC) Chairman in administering the HHC Act of 1920, as amended, in a systematic and orderly manner as it relates to the developing and delivering of Hawaiian homestead lands.

MINIMUM QUALIFICATION REQUIREMENTS are indicated on the reverse side.

DEADLINE FOR FILING:

Cover letters and resumes must be submitted to the DHHL website drop box by no later than **4:30 P.M., Friday, November 06, 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.

AN EQUAL OPPORTUNITY EMPLOYER

HHL ADMINISTRATIVE RULES OFFICER

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

Baccalaureate degree from an accredited university.

Specialized Experience:

1. Four (4) years of progressively responsible professional work experience in one or a combination of a. or b. below. Such Experience must have provided a good working knowledge of federal and state laws, rules, principles, procedures, practices, techniques, and their application to various federal and state program issues:
 - a. Authoritative work experience which involved, as a major work activity, substantive involvement in reviewing, analyzing, and interpreting and applying federal, state, county laws, rules, legal opinions, court decisions and other pertinent documents to resolve and advise on complex issues related to departmental activities and operations;
 - b. Responsible progressive professional work experience in the assessment and development of federal, state, and/or county housing program policies and procedures which provides a knowledge of Federal and Hawaii rules, court decisions, legal opinions, and other pertinent documents and their application to various housing issues related to departmental activities and operations; and,
2. Two (2) years of Progressively responsible public and business administration work experience involving management of fiscal and business operations in federal, state, and/or county housing programs.

Substitutions Allowed:

1. A Master's 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 one and one-half years (1-1/2) of the Specialized Work Experience.
2. A Juris Doctor or Law Degree from an accredited School of Law will substitute for two and one-half (2-1/2) years of the Specialized Work Experience.