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STATE OF HAWAII



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DEPUTY TO THE CHAIRMAN

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

P. O. BOX 1879  
HONOLULU, HAWAII 96805

**Post: July 17, 2017**

**VACANCY ANNOUNCEMENT (VA~E #17-007)**

**TITLE & PAY RANGE:** HHL Information Specialist IV, SR-NA  
**POSITION NO. & BARGAINING UNIT:** 103189, BU-13  
**POSITION STATUS:** Temporary NTE 06/30/2019, Exempt, Non-Civil Service  
**LOCATION:** Information & Customer Relations Office  
Kapolei, Oahu, Hawaii

**SUMMARY DESCRIPTION OF POSITION:**

Formulate, plan, and conduct a public informational program to disseminate informational material to the general public and the Hawaiian Home Lands beneficiaries of activities, plans, and developments through various media; stimulate interest in the activities of the department or special interest groups; and perform other duties as required.

MINIMUM QUALIFICATION REQUIREMENTS indicated on reverse side.

**DEADLINE FOR FILING:**

Continuous recruitment until the position is filled.

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This vacancy will be filled by an exempt (non-civil service) At Will appointment.

AN EQUAL OPPORTUNITY EMPLOYER

## MINIMUM QUALIFICATION REQUIREMENTS:

### Education:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience or any other responsible administrative, professional, or analytical work experience that provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level, and quality as to assure the possession of comparable knowledge, skills, and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written materials; and solve complex problems logically and systematically.

### General Experience:

Two (2) years of professional work experience in information research and dissemination or public relations works which involved analyzing and gathering pertinent information and writing materials for presentations, publications, or new releases using accepted rules of standard English grammar, syntax, sentence structure, punctuation, etc.; selecting and utilizing various writing and other communications methods (e.g., brochures, radio announcements, newspaper articles) and styles to best reach target audiences; editing and analyzing materials; and establishing and maintaining effective relationships.

### Specialized Experience:

One (1) year of professional work experience in organizing, planning, and conducting a program to disseminate information about the activities and/or plans of an organization to the general public or individuals especially affected by or interested in the organization's work. The experience must include dissemination of information through a variety of media or a continuous basis, i.e., television, radio, newspaper, publications, etc..

### Substitutions Allowed:

1. A bachelor's degree from an accredited four (4) year college or university in Journalism may be substituted for six (6) months of the General Experience.
2. Excess Specialized Experience may be substituted for General Experience on a year-for-year Basis.