



State of Hawaii
Department of Hawaiian Home Lands

HHL Information Specialist IV
Salary: \$4,316 per month. State benefits apply
Temporary, Exempt Non-Civil Service Appointment
This position is located in Kapolei, Oahu

DUTIES SUMMARY

The primary function of this position is responsible for carrying out public information and community relations programs and projects; prepare bulletins, brochures, flyers, exhibits, etc.; and providing advice and assistance to DHHL staff on public relations and public information matters.

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) year of professional work experience in information research and dissemination of public relations work which involved analyzing and gathering pertinent information and writing materials for presentations, publications or news releases using accepted rules of standard English grammar, syntax, sentence structure, punctuation, etc.; selecting and utilizing various writing and other communication 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:

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 to individuals especially affected by or interested in the organization's work. The experience must include dissemination of information through a variety of media on a continuous basis, i.e., television, radio, newspapers, publications, etc.

License Required:

Valid State of Hawaii Driver's License

Legal Authorization to Work Requirement: The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

OTHER INFORMATION

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

Recruitment is continuous until needs are met.

AN EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY

Submit completed State of Hawaii Application for Non-Civil Service Appointment to: dhhl.jobs@hawaii.gov

Applications can be found at: <https://dhhl.hawaii.gov/wp-content/uploads/2017/08/Non-Civil-Service-Application-HRD-278Rev.-10-2013.pdf>

For additional information, please email: dhhl.jobs@hawaii.gov