

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS
VACANCY ANNOUNCEMENT
(Recruitment No. 24-003)

Opening Date: February 5, 2024

Closing: Continuous Until Filled

HHL HUMAN RESOURCES ASSISTANT V

Administrative Services Office, Kapolei, Oahu
Exempt from Civil Service

This position will be filled by an exempt (non-civil service) At-Will Appointment
\$3,589.00/month, State benefits apply

DUTIES SUMMARY:

The HHL Human Resources Assistant V is responsible for performing the full range of non-professional work assignments in all human resources management functions such as classification, recruitment, appointment, training, employee relations and benefits, recordkeeping and reporting.

MINIMUM QUALIFICATION REQUIREMENTS:

General Experience: Must possess one (1) year of progressively responsible general office clerical experience.

Specialized Experience: Must possess three (3) years of experience in an office where the work required the knowledge and application of pertinent human resources/personnel rules, regulations, procedures and program requirements.

Substitutions allowed:

1. Successful completion of a clerical curriculum at an accredited business or technical school may be substituted for the General Experience on a month-to-month basis up to a maximum of one (1) year.
2. Successful completion of an academic year in an accredited college or university above the high school level may be substituted for one (1) year of the General Experience.
3. Graduation from an accredited four (4) college or university with a bachelor's degree may be substituted for one (1) year of General Experience and two (2) years of Specialized Experience. Applicants possessing this educational qualification are deemed to have met all of the requirements for the HHL Human Resources Clerk IV level.

To Be Eligible:

Applicants must be U.S. citizens or authorized to work in the U.S. and meet the minimum qualification requirements as stated above.

To Apply:

Submit completed State of Hawaii Application for Non-Civil Service Appointment; and copies of all required licenses, certificates, and diplomas/degrees to the DHHL Human Resources Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96805. Applications sent via the U.S. Mail must be postmarked by the filing deadline noted above (if applicable). Emailed or hand-delivered applications must be received in and by the DHHL Human Resources Office no later than 4:30 P.M. of the closing date (if applicable). Application and accompanying material become the property of the DHHL. As needed, applicants should make copies of their resumes before submittal to the DHHL. Call 620-9538 for more information.