

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS
VACANCY ANNOUNCEMENT
(Recruitment No. 24-006)

Opening Date: February 28, 2024

Closing: Continuous Until Filled

HHL Program Specialist V

Planning Office, Kapolei, Oahu
Exempt from Civil Service

This position will be filled by an exempt (non-civil service) At-Will Appointment
\$5,713.00/month, State benefits apply

DUTIES SUMMARY:

The HHL Program Specialist V will liaise with DHHL agriculture homestead lessees and agriculture waitlist applicants to better understand their situations to connect them to resources and training opportunities. The position will identify external agriculture program providers across the state and create partnerships with those program providers to provide direct training services to DHHL beneficiaries including but not limited to topics such as basic agricultural training, site planning of their agricultural homestead lot, and basic carpentry training.

MINIMUM QUALIFICATION REQUIREMENTS:

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

General Experience: One and one half (1-1/2) years of progressively responsible professional work experience which required a high degree of analytical skill. Such experience must have involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have also demonstrated the ability to elicit information orally and in writing; read, comprehend, interpret and evaluate technical subjects, analyses or proposals; and apply problem-solving methods and techniques, such as defining and analyzing problems, identifying alternative courses of action, using judgement in determining appropriate alternatives; and prepare clear and concise written reports and recommendation for action.

Specialized Experience: Two (2) years of progressively responsible professional experience in one or a combination of the following:

1. Program Specialist Experience: professional work experience in any field which involved work such as monitoring, evaluating, or conducting studies and analyses of programs or projects to make recommendations for the development of revision of standards, policies, procedures, or techniques; gathering and analyzing data to determine conformance with standards and requirements and recommending improvements or developing training materials; giving technical advice and direction pertaining to program standards, requirements, or techniques.
2. Program Experience: professional experience in a pertinent field/program area related to the agency's/program's role, function, operations, and/or program activities which provided knowledge of principles and practices, current issues and concerns of the identified field/program area and State and federal agencies, community, resources and services that interact with and have an impact on the agency's programs and activities.

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). The DHHL Human Resources Office must receive emails or hand-delivered applications 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.