

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 24-022)

Opening Date: September 13, 2024

Closing Date: Continuous Until Filled

Broadband Coordination Assistant

Office of the Chairman, Kapolei, Oahu

This vacancy will be filled by an exempt (non-civil service) At-Will appointment
\$5,258.00/month, State benefits apply

DUTIES SUMMARY:

The primary purpose of this position is to assist in coordinating, conducting research and analysis, and recommend consistent and effective guidance on the implementation of the Tribal Broadband Connectivity Program (TBCP) and activities to meet the goals and objectives set forth by the Hawaiian Homes Commission (HHC), Chairman, and the State Legislature.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree in Hawaiian studies, research statistics, research design in a human services field, planning, business, or related field.

General Experience: Must possess one and a half (1½) years of progressively responsible professional work experience which required a high degree of analytical skill involving gathering, evaluating and analyzing facts pertinent to resolving problems or determine and recommend appropriate courses of action. Work experience should demonstrate the ability to work effectively, communicate clearly (both written and oral) and deal effectively with people.

Specialized Experience: One (1) year of 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 revisions of standards, policies, procedures, or techniques; gathering and analyzing data to determine conformance with standards and requirements and recommending improvements or developing program standards, requirements or techniques.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification of the position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Substitutions allowed:

1. Excess work experience of the total type and quality described above may be substituted, at the State's discretion, for the educational requirement. 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 as is required for this position and may be substituted on a year-for-year basis.
2. Education in lieu of experience will be accepted for up to one (1) year of the experience requirement for the satisfactory completion of the academic requirements for a master's degree from an accredited university with a major in Hawaiian studies, a human services field, planning, business administration or a closely related field or up to two (2) years of the experience requirement for the satisfactory completion of the academic requirements for a law degree, Ph.D. (or equivalent doctoral degree) from an accredited university with a major in one of the fields mentioned above.

EQUAL OPPORTUNITY EMPLOYER

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 Personnel Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96805. Applications sent via the U.S. Mail must be postmarked by the filing deadline noted above. 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.