

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

**VACANCY ANNOUNCEMENT**  
(Recruitment No. 24-024)

Opening Date: September 27, 2024

Closing Date: Continuous Until Filled

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**HHL Program Budget Analyst IV**

Administrative Services Office

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment.  
\$5258.00/month, State benefits apply

**DUTIES SUMMARY:**

The position is responsible for long-range program planning and evaluation; policy analysis; drafting legislative proposals and reports; budget formulation, presentation, and execution; conducting research on a variety of program issues; and recommending alternatives and solutions to resolve those issues for the Department to achieve its strategic goals and objectives.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree in business or public administration or a closely related field.

Excess work experience as described under Specialized Experience, below, 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 material, and solve problems logically and systematically.

Experience Requirements:

Three and one-half (3.5) years of progressively responsible administrative and management experience involving, but not limited to, research and evaluation of programs, personnel management, budget formulation and justification, policy development, implementation, and monitoring of project or program 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; resume; cover letter; and copies of all required licenses, certificates, and diplomas/degrees to the DHHL Human Resources Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96707. Applications emailed, hand-carried or sent via the U.S. Mail must be postmarked by the filing deadline noted above (if applicable). Application and accompanying materials 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.