

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 24-034)

Opening Date: December 27, 2024

Closing Date: Continuous Until Filled

HHL Departmental Program Officer

Office of the Chairman, Kapolei, Oahu

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment.

\$7,198.00/month, State benefits apply

DUTIES SUMMARY:

The position works under the administrative direction of the DHHL Director (HHC Chairperson) and is responsible for planning, developing, directing, and coordinating department-wide formulation, evaluation, and monitoring of administrative doctrines, policies and procedures, strategies, and guidelines to assist the HHC Chairperson in administering the Hawaiian Homes Commission Act of 1920, as amended, in a systematic and orderly manner as it relates to the developing and delivering of Hawaiian homestead lands.

MINIMUM QUALIFICATION REQUIREMENTS:

Education Requirement

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

General Experience

One (1) year of responsible, administrative, professional, analytical or other responsible work experience which required a high degree of analytical skill. Such experience must have involved reading, comprehending, interpreting, and evaluating technical subjects, analyses or proposals; and applying problem-solving methods and techniques such as defining and analyzing problems, identifying alternative courses of action and determining appropriate alternatives; and preparing concise written reports and recommendations for an optimal course of action.

Specialized Experience

1. Three and one-half (3.5) years of progressively responsible professional work experience in one or a combination of A or B below. Such experience must have provided a good working knowledge of federal and state laws, rules, principles, procedures, practices, techniques, and their application to various federal and state program issues:
 - a. Authoritative work experience which involved, as a major work activity, substantive involvement in reviewing, analyzing, and interpreting and applying federal, state, county laws, rules, legal opinions, court decisions and other pertinent documents to resolve and advise on complex issues related to departmental activities and operations;
 - b. Responsible progressive professional work experience in the assessment and development of federal, state, and/or county housing program policies and procedures which provides a knowledge of federal and Hawaiian laws, rules, court decisions, legal opinions, and other pertinent documents and their application to various housing issues related to departmental activities and operations; and,
2. Progressively responsible professional work in any field which demonstrated knowledge and application of overseeing and managing a specific program or programs pertaining to a variety of program areas. Such experience must have involved conducting, monitoring or evaluating studies and analyses of programs or projects to recommend development, revision, and/or improvement of existing policies, procedures, techniques and standards; gathering and analyzing data to determine conformance; monitoring and ensuring conformance to applicable laws, rules, regulations, policies and procedures; and providing technical advice and direction to staff and/or management.

Managerial Aptitude: Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitution Allowed

Possession of a Master's Degree from an accredited four (4) year college or university may be substituted for the one (1) year of General Experience.

A Juris Doctorate degree from an accredited law school may be substituted for two (2) years of specialized experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a 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.

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.