

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT (ANTICIPATED)
(Recruitment No. 24-033)

Opening Date: December 18, 2024

Closing Date: Continuous Until Filled

HHL Program Budget Analyst IV

Administrative Services Office, 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 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.

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.

Specialized Experience

Two and one-half (2.5) years of progressively responsible professional experience, which involved, as a primary emphasis, the performance of technical analytical work in evaluating operating programs to determine their effectiveness in achieving desired objectives. Technical analytical experience for this position includes any two of the three following areas of concentration:

Program Analysis and Evaluation – Program analysis and evaluation is the systematic organization of information in useful ways to assist in making better informed decisions by examining probable costs and consequences of alternative courses of action. The experience must demonstrate familiarity with statistical analytical methods and techniques such as break-even, cost-benefit, and regression analysis.

Program Planning – Program planning is that process by which an organization decides upon its objectives, selects the methods to attain these objectives, and subsequently measures the degree to which its objectives have been achieved. The experience must have involved direct participation in such activities as the review, analysis, and evaluation of program plans and budget requirements; preparation and recommendations in regard to program goals, policies, and priorities; development of fiscal policies and financial plans; development, establishment and application of work measurement devices and techniques and standards for the evaluation of program performance.

Program Budgeting – Program budgeting is that process by which organizations allocate funds to attain objectives. Qualifying experience and activities must have involved direct participation in the preparation and review of budgets and program plans for major programs. This includes appraisals and comparisons

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of various program activities in terms of their contribution to overall program goals and objectives; analysis of how and to what degree existing levels of resources such as human capital, equipment, materials, and funds are meeting program goals and objectives; how variations in increments of resources would impact upon program goals and objectives; revision of objectives, programs, and budgets in light of changing conditions and 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.