

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

**VACANCY ANNOUNCEMENT**  
(Recruitment No. 25-019)

Opening Date: August 29, 2025

Closing Date: Continuous Until Filled

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**HHL Investigator IV**

Office of the Chairman

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment.  
\$5,369.00/month, State benefits apply

**DUTIES SUMMARY:**

The position is responsible for responding to and resolving complaints; coordinating enforcement activities with other appropriate agencies as required; monitoring and ensuring compliance with DHHL program rules, regulations and policies.

**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 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; demonstrated the ability to elicit information orally and in writing; reading, comprehending, interpreting and evaluating technical subjects, analysis or proposals; and applying problem solving methods and techniques, such as defining and analyzing problems, identifying alternative courses of action, using judgment in determining appropriate alternatives; and preparing clear and concise written reports and recommendations for action.

Specialized Experience

One (1) year of investigative work which involved writing narrative reports; reading, comprehending, interpreting, and evaluating technical subjects; applying problem-solving methods and techniques; and recommending courses of action.

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 DHHL. As needed, applicants should make copies of their resumes before submission to DHHL. Call 620-9538 for more information.

EQUAL OPPORTUNITY EMPLOYER