

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 26-006)

Opening Date: March 10, 2026

Closing Date: Continuous Until Filled

HHL Administrative Rules & Historic Preservation Officer

Office of the Chairman, Kapolei, Oahu

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment.
\$7,351.00/month, State benefits apply

DUTIES SUMMARY:

The position works under the administrative direction of the HHC Chairman and is responsible for developing the DHHL administration doctrines, policies, strategies, and guidelines to assist the HHC Chairman in administering the HHCCA in a systematic and orderly manner as it relates to the development and delivery of Hawaiian homestead lands. The position serves as the department's technical advisor to the HCC on administrative rules and emerging policy issues. Additionally, the position oversees historic preservation and cultural resource management for DHHL, including but not limited to compliance with the National Historic Preservation Act, Section 106, Native American Graves Protection Act, HRS Chapter 6E, and other applicable statutes, rules, and policies related to historic preservation and cultural resource management.

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 field of historic preservation with institutional knowledge of DHHL or SHPD or both. Such experience must have involved conducting, monitoring, or evaluating studies or reports and analyses of project sites to recommend development, revision, and/or improvement of these studies or reports; gathering and analyzing data to determine conformance; monitoring and ensuring conformance to applicable laws, rules, and regulations; 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

1. 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.
2. A Juris Doctorate from an accredited law school may be substituted for two (2) years of Specialized Experience.
3. Excess work experience as described under the Specialized Experience or any other progressively responsible administrative, professional, or other 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.

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.