

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS
VACANCY ANNOUNCEMENT
(Recruitment No. 26-011)

Opening Date: May 26, 2026

Closing: Continuous Until Filled

HHL Program Budget Analyst IV

Administrative Services Office, Kapolei, Oahu

Exempt from Civil Service

This position 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 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 the evaluation of operating programs to determine their effectiveness in achieving desired objectives.

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; and copies of all required licenses, certificates, and diplomas/degrees to the DHHL Human Resources Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96805. Applications sent via the U.S. Mail must be postmarked by the filing deadline noted above (if applicable). Emailed or hand-delivered applications must be received in and by the DHHL Human Resources Office no later than 4:30 P.M. of the closing date (if applicable). Application and accompanying material 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.