



**State of Hawaii  
Department of Health  
Alcohol and Drug Abuse Division  
Ewa, Oahu**

**Program Specialist IV**

\$2,206 - \$2,583 per month, commensurate w/ training, experience, and availability of funds

Part-Time, temporary civil service position. This position is located in the U.S. Food and Drug Administration Tobacco Program (FDA) within the Prevention Branch of the Alcohol and Drug Abuse Division, Department of Health. This position serves as a primary contact with the FDA on all contract related issues including managing field enforcement of the FDA regulations [21 CFR 897014 (a) and (b)] prohibiting tobacco sales to minors and carries out inspections of retail outlets throughout the State using FDA Commissioned Officers and underaged volunteers in controlled, observed undercover buy operations.

**Minimum Qualifications**

**To qualify, you must meet all of the following requirements:**

**EDUCATION:** A bachelor's degree from an accredited four-year college or university.

**GENERAL EXPERIENCE:** One and one-half years of progressively 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.

**SPECIALIZED EXPERIENCE:** One year of progressively responsible professional experience in one or a combination of the following:

A. Type 1: Professional work experience in any field which involved work such as monitoring, evaluating, or conducting studies and analyses of programs or projects to make recommendations for the development or revision of standards, policies, procedures, or techniques; gathering and analyzing data to determine conformance with standards and requirements and recommending improvements or developing training materials; and giving technical advice and direction pertaining to program standards, requirements, or techniques.

B. Type 2: Professional experience in a pertinent field/program area related to the agency's/program's role, function, operations, and/or program activities which provided knowledge of principles and practices, current issues and concerns of the identified field/program area and State and federal agencies, community, resources and services that interact with and have an impact on the agency's programs and activities.

**SUPERVISORY APTITUDE:** Supervisory aptitude rather than actual supervisory experience may be accepted. This requirement will be considered to have been met when there is strong affirmative evidence of the necessary supervisory abilities and/or potential.

**SUBSTITUTION ALLOWED:** Relevant substitutions as described in the Minimum Qualification Requirements, will apply.

**Who May Apply**

**LEGAL AUTHORIZATION TO WORK REQUIREMENT:** The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

**How to Apply**

Visit the Department of Human Resources Development website at <http://agency.governmentjobs.com/hawaii/default.cfm>.

Recruitment # 218415 (position #122752): Ewa, Oahu

Continuous until needs are met.

**Other Information**

For additional information, you may contact Lezlie Aano at (808) 692-7417 or [lezlie.aano@doh.hawaii.gov](mailto:lezlie.aano@doh.hawaii.gov).