



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

Program Specialist V

\$4,968 - \$6,044 per month, commensurate w/ training, experience, and availability of funds

Note: Hiring rates will be based on availability of funds, the applicant's, and other relevant factors.

Full-Time, temporary civil service position. This position is located in the Prevention Branch of the Alcohol and Drug Abuse Division, Department of Health. This position is responsible for grant administration and coordination efforts that align and leverage resources and priorities at the State and community levels to sustain a coordinated, comprehensive prevention system. It actively oversees the implementation of the SPF process that the State and stakeholders undertake to build infrastructure, capacity, programs, and activities and to assess and implement policies and regulations to prevent alcohol and substance abuse and related problems in communities statewide.

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: Two years 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.

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 # 216250 (position #122749): Ewa, Oahu

Continuous until needs are met.

Other Information

For additional information, you may contact Dixie Thompson at (808) 692-7510 or dixie.thompson@doh.hawaii.gov.