Program Specialist V

$5,178 - $6,299 per month (SR-24, Ste C to H), commensurate with 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 the nutrition expert in the Primary Prevention Branch (PPB), Physical Activity and Nutrition section, and is responsible for: 1) providing evidence-based, nutrition guidance to inform policy, system, and environmental changes in multiple program areas; 2) providing nutrition expertise to the Healthy Eating and Active Living coalitions in Kauai, Maui, and Hawaii counties; and 3) developing briefs and testimonies for legislation relating to nutrition and healthy eating. This position’s major focus will be on: 1) Identifying links between COVID-19 and nutrition and the correlation between nutrition and chronic disease; 2) developing plans for increasing good nutrition and targeted messaging campaigns for the general public and those identified as most at-risk or vulnerable; and 3) leading the nutrition efforts for the Hawaii Physical Activity and Nutrition Plan 2030.

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 (1-1/2) 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 APITUDE:** 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


Recruitment # 22-0515 (position #121726): Downtown, Oahu

Continuous until needs are met.

Other Information

For additional information, you may contact Melissa Nakamura at (808) 586-4637 or melissa.nakamura@doh.hawaii.gov.

As a condition of employment with the State of Hawai’i, all new hires must comply with the COVID-19 vaccination requirement. The COVID-19 vaccination policy can be found at the top of the DOH Internet/Job Opportunities page: https://health.hawaii.gov/employment/job-opportunities/