State of Hawaii  
Department of Health  
Alcohol and Drug Abuse Division  
Treatment and Recovery Branch (TRB)  
Ewa, Oahu

Public Health Program Manager  
$7,999 - $13,309 per month (EM05), commensurate w/ training and experience

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

Permanent, Civil Service, Full-time appointment. The position is responsible for the overall administration and operation of the TRB. The primary function of the position is to plan, direct, monitor, evaluate, administer and supervise the operation of the Branch’s programs, services and initiatives in accordance with established federal and state rules and regulations.

Minimum Qualifications

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

Education: Graduation from an accredited four (4) year college or university with a bachelor’s degree.

Specialized Experience: Three and one-half (3-1/2) years of progressively responsible professional experience in social work, public health, or other related fields which provided knowledge of public health laws, rules and regulations; public health programs and services; community health organizations and the services and/or programs they offer to the community; and an awareness of current public health problem and related social and economic conditions and concerns.

Supervisory Experience: Two (2) years of formal professional supervisory experience which involved supervising a professional staff and included: 1) Planning, organizing, scheduling and directing their work; 2) Assigning and reviewing and their work; 3) Advising them on difficult work problems; 4) Training and developing subordinates; and 5) Evaluate their work performance.

Managerial Aptitude: Applicants must possess 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.

Substitutions Allowed: 1) Master’s degree in public health administration, or other related field, from an accredited college or university, which provided the applicant with the knowledge mentioned above, may be substituted for one (1) year of the Specialized Experience. 2) A Ph.D. degree in public health administration, or other related field, from an accredited college or university, which provided the applicant with the knowledge mentioned above, may be substituted for two (2) years of the Specialized Experience.

License: Valid State of Hawaii driver’s license is preferred.

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 Number 22-0323

Recruitment remains open for a period of time. It is recommended applicants apply immediately when it is open as recruitment may close at any time. Therefore, if interested please check back periodically to see if it is open.

Other Information

The State of Hawai’i complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If you require reasonable accommodations in completing an application, any pre-employment testing, or otherwise participating in the selection process, please call 808-587-0936 for assistance.

For additional information, you may contact: Melanie Muraoka at melanie.muraoka@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/