Permanent, civil service appointment. This position is responsible for assisting a program manager/administrator in developing and overseeing the administrative aspects of a program and organization where program requirements dictate the need for a variety and scope of services and activities, several subordinate organizational components and layers of supervision; and geographic dispersion of operational responsibilities. As warranted by the program's operations, positions typically supervise lower level professional, technical and/or clerical positions in providing the full range of professional administrative support services.

**Minimum Qualification**

**EDUCATION:** Graduation from an accredited four (4) year college or university with a bachelor's degree.

**EXPERIENCE:** Three and one-half (3-1/2) years of business administration, public administration, or other responsible professional experience which required a high degree of analytical skill (e.g., operation management, business analyst, budget/fiscal analyst, etc.) and which involved evaluating and improving elements such as managerial policies, systems, work methods and practices, personnel needs and utilization, and quality of services rendered, of an operating program.

**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:


Job posting # 22-0344 position # 110175 will remain open until 25 applications are received. Please apply immediately as this recruitment may close at any time.

Note: This vacancy is not secretarial, clerical, or office support position.

**Other Information**

For additional information, you may email Corliss Yoshiura at [doh.docd.secretary@doh.hawaii.gov](mailto:doh.docd.secretary@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/](https://health.hawaii.gov/employment/job-opportunities/)