



**State of Hawaii
Department of Health
Chronic Disease Prevention and Health Promotion Division (CDPHPD)
Chronic Disease Management Branch (CDMB)
Ewa, Oahu**

Program Specialist IV

\$4,692 to \$5,712 per month (SR-22, Step C to H), commensurate w/ training and experience

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

Full-Time, Temporary Civil Service position. The Program Specialist IV participates in the development, management, implementation, and evaluation of the Hawaii Comprehensive Cancer Control Programs (HCCCP) within the CDMB. This includes 1) mobilizing support and coordination of services and activities with other agencies to establish creative strategies to reduce cancer; 2) increasing access to health information; 3) improving the CDMB capacity to respond effectively to the needs of the targeted populations; 4) coordinating the HCCCP Hawaii Comprehensive Cancer Coalition's Steering Committee, Action Teams, and Work Groups; 5) ensuring the comprehensive Hawaii State Cancer Plan is maintained, implemented, and periodically updated; 6) assuring implementation of evidence-based policy, systems, and environmental strategies that address priorities and objectives in the state cancer plan; 7) assisting in preparing and submitting federal grant proposals, renewals, and progress reports; and 8) identifying and convening public, private, voluntary, and community groups for collaboration and tracking progress and outcomes of programmatic efforts.

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 baccalaureate degree.

GENERAL EXPERIENCE: One and one half (1½) years of responsible professional work experience which required a high degree of analytical skills. 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. Such experience must have also demonstrated the ability to: elicit information, orally and in writing; read, comprehend, interpret, and evaluate technical subject, analyses or proposals; apply problem-solving methods and techniques, such as defining and analyzing problems, identifying alternative courses of action, using judgment in determining appropriate alternatives; and prepare clear and concise written reports and recommendations for action.

SPECIALIZED EXPERIENCE: One year of 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; giving technical advice and direction pertaining to program standards, requirements, or techniques.

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 # 22-0477 (position #121469): Ewa, Oahu

Continuous until needs are met.

Other Information

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

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/>