



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

**Program Specialist V**  
\$5,178 to \$6,299 per month (SR-24, Step C to H)

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

Permanent, Full-Time civil service appointment. The Program Specialist V position manages and directs the overall operation of the Diabetes Prevention and Control Program (DPCP) in the CDMB to implement innovative strategies and programmatic activities to reduce the burden of diabetes in the state. This position is responsible for 1) overseeing the administrative, planning/program development, and supervisory aspects of the DCP necessary to fulfill the objectives of the DP18-1815 Diabetes grant between the Department and the Centers for Disease Control and Prevention; 2) providing content expertise in the development and dissemination of resources, messages, and materials targeted to people with prediabetes and diabetes; 3) collaborating with health care systems, such as federally qualified health centers and primary care practices, to sustain clinical management of diabetes through telehealth, health information technology, referral to lifestyle change programs, including diabetes prevention programs and quality improvement in diabetes care; 4) engaging pharmacists and community health workers in COVID-19 outreach, diabetes prevention, and diabetes self-management education; 5) collaborating with internal and external partners during the mitigation and recovery phases of COVID-19; and 6) working with the University of Hawaii Office of Public Health Studies and other community partners to evaluate activities and document lessons learned.

**Minimum Qualification**

**EDUCATION:** Graduation from an accredited four (4) year college or university with a baccalaureate degree. A master's in public health, public administration and planning, business administration, or any of the health or social sciences is preferred.

**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:** Two (2) years 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>.

Job posting # 22-0515 position # 52026. Please apply immediately as this recruitment may close at any time.

**Other Information**

For additional information, you may contact Melissa Nakamura at [doh.cdphpd.cas@doh.hawaii.gov](mailto: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/>