

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

### **WORKFORCE DEVELOPMENT MANAGER**

Recruitment number: 22-035

Annual Salary: \$95,988 - \$159,708 (EM-05)

**Opening Date:** September 30, 2021

**Closing Date:** Continuous

#### **RECRUITMENT INFORMATION**

Position is full-time. This position is located in Honolulu, Oahu. In person interviews may be required. Hiring rate will be based on qualifications, availability of funds, and other relevant factors.

**This recruitment will remain open until 15 applications are received. Please apply immediately as this recruitment may close at any time.**

#### Salary Range

EM-05: \$95,988 - \$159,708 Annually

Hiring rate will be based on qualifications, availability of funds, and other relevant factors.

**COVID-19 Vaccination Requirement:** As a condition of employment with the State of Hawaii, all qualified candidates who have successfully completed and passed the recruitment process, must show proof of full COVID-19 vaccination at the time a conditional offer of employment is made. Departments will consider reasonable accommodations if requested by a candidate and it is determined through an interactive process that pregnancy, a qualifying disability, or a sincerely held religious belief prevents the candidate from receiving a COVID-19 vaccination. Please note that the COVID-19 vaccination policy above will apply to both new hires not currently employed by the State of Hawaii Executive branch, as well as current State of Hawaii Executive Branch Employees who are being considered for placement into another State of Hawaii Executive Branch position.

To apply, visit the DLIR Website <http://labor.hawaii.gov/jobs/>

**MAIL completed APPLICATION and SUPPLEMENTAL QUESTIONS to:**

Department of Labor and Industrial Relations, Human Resources Office  
830 Punchbowl St., Room 415  
Honolulu, HI 96813

**Please ensure your application is LEGIBLE, COMPLETE, and SIGNED. Illegible, incomplete, or unsigned application may be deemed ineligible.**

#### **DUTIES SUMMARY**

(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)

1. Plans, organizes, directs, controls and coordinates the workforce development activities of the Oahu Branch which includes all basic local office functions and special programs.
2. Participates in the development of program policies regarding such issues as participant eligibility, program requirements and program benefits.

3. Develops policies and procedures and maintains operating and management controls to ensure administrative and operational objectives are met. Establishes and maintains a system of oversight and monitoring of operational workload and activities to ensure performance objectives are met, expenditures are proper and consistent with established plans and applicable rules, policies, directives, and standards. Issues oral and written directives to clarify and modify plans and operating procedures as necessary.
4. Conducts or directs investigations on findings, survey results or studies to resolve complaints or discrepancies from established policies and procedures. Formulates and implements corrective actions and/or recommendations for improvement of programs or services.
5. Determines community employment and training needs by reviewing and analyzing operational reports and other data; evaluates operations and services and oversees the development of the annual plan of service for all programs.
6. Plans and administers budgets for programs, equipment and support services.
7. Prepares, reviews and submits reports concerning branch activities, expenses, budgets, program changes due to government statutes and ruling and other items affecting the delivery of program services.
8. Oversees the preparation of Federal and State grant proposals to implement new, or complement existing programs; acquires support from appropriate advisory groups and partner agencies; and seeks new funding sources within the community.
9. Coordinates delivery of employment and training services among other local service providers to minimize duplication and ensure that plan objectives are met; negotiates agreements or contracts with service providers for required activities and programs.
10. Consults with administrator, staff and others in government, business and private organizations to discuss issues, coordinate activities and resolve problems.
11. Acts as consultant to agency staff and other community programs regarding the interpretation of program-related federal, state, local and branch regulations and policies.
12. Participates in activities that promote workforce development programs and expand services; provides technical assistance in conducting conferences, seminars, workshops, job fairs, etc. Represents the department in relations with governmental and media institutions, including delivering speeches, writing articles, and drafting news releases and public service announcements.
13. Interprets policies, procedures and directives to ensure uniform application.
14. Provides general direction to subordinate supervisors and staff; provides for training and staff development; directs and evaluates their activities to assure satisfactory performance; reviews, investigates and resolves personnel problems; and approves/recommends approval of personnel actions. Meets with subordinate supervisors and staff individually and in groups to discuss and resolve problems.
15. Develops and oversees the implementation of operational plans to organize branch activities to achieve efficient, economical use of available personnel; establishes or adjusts staffing patterns to expedite the work flow; proposes reorganization of the branch due to changing programs or conditions.
16. Meets with officials of other agencies, private industry employers and others to discuss needs and anticipated changes in community workforce resources, requirements, economic conditions and program requirements. Serves as a member of various employment and training and economic development councils and advisory groups to the State and county governments and presents information for the division at meetings or conventions to promote services, exchange ideas and accomplish objectives.
17. Analyzes proposed legislation, regulations, or rule changes in order to determine how program services could be impacted.
18. Informs the division administrator on work progress and problems.
19. Prepares reports, correspondence and other written materials.
20. Serves as workforce officer for the Oahu county civil defense agency.

- [Click here to view Class Specifications](#)

### **MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

## **TO QUALIFY YOU MUST MEET ALL OF THE FOLLOWING REQUIREMENTS:**

### **Prerequisite Knowledge and Abilities Required:**

Knowledge of: Principles and practices of management and supervision; budget development; federal laws, legal codes, rules and regulations pertaining to employment service and employment training programs; national labor market conditions, employment trends and industrial conditions; research and report writing methods and techniques; and public relations.

Ability to: Manage workforce development program operations and activities; develop operational and administrative plans and policies; write reports and memoranda; speak effectively before diverse audience groups; meet, elicit the cooperation of, and establish and maintain effective working relationships with associates, committees, representatives of community groups and organizations, labor and business organizations, and representatives of other governmental agencies; recognize problem areas and identify alternative solutions for administrative decision making; and supervise and evaluate the work of others.

### **Basic Education/Experience Requirement :**

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

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirement:** Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

**Specialized Experience:** Five and one-half (5-1/2) years of progressively responsible professional experience in an employment service and/or employment training program which involved gathering and analyzing applicant and employer data; identifying and assessing employment and job training needs of applicants; determining job content and requirements; analyzing labor market conditions; interpreting and applying State and federal laws, rules, and regulations pertinent to employment services and employment training programs to meet specific employment or program needs; identifying applicant and/or program-related problems and recommending alternative courses of action; and developing and/or implementing budget requirements.

Of the required five and one-half (5-1/2) years of Specialized Experience described above, two (2) years must have been in a supervisory or staff capacity. At least one (1) year must have been comparable to the class Employment Service Specialist VI, or two (2) years must have been comparable to the class Employment Service Specialist V, in the State service.

A. **Supervisory Experience:** Work experience which involved supervising a professional staff and included: 1) planning, directing and prioritizing the work of others; 2) assigning and evaluating their work; 3) advising them on difficult problem areas; 4) timing and scheduling their work; and 5) training and developing new employees, and disciplining them when necessary.

B. **Staff Experience:** Work experience as a staff specialist which involved responsibilities for conducting studies and making recommendations for the development or revision of program plans, policies and procedures; giving technical advice and direction; monitoring and evaluating program(s) for efficiency, effectiveness and conformance with program and budgetary requirements; conducting special studies; and recommending staff improvements and developing training plans and materials.

**Administrative Aptitude:** Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

- [Click here to view Minimum Qualification Requirements](#)

#### **PUBLIC SERVICE LOAN FORGIVENESS (PSLF) PROGRAM**

The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please click: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

**To apply, visit the DLIR Website <http://labor.hawaii.gov/jobs/>**

**MAIL completed APPLICATION and SUPPLEMENTAL QUESTIONS to:**

Department of Labor and Industrial Relations, Human Resources Office  
830 Punchbowl St., Room 415  
Honolulu, HI 96813

**Please ensure your application is LEGIBLE, COMPLETE, and SIGNED. Illegible, incomplete, or unsigned application may be deemed ineligible.**

**Please Note:** The Department of Labor and Industrial Relations is handling all aspects of this recruitment. If you have any questions regarding this announcement, please contact at: DLIR.HRO.Admin @hawaii.gov.

**Application must be signed.** (Applications received without signature may not be considered)

Any date-stamped submissions stamped after this job posting closed or no date-stamped submissions delivered after the closing will not be considered.