

Department of Labor and Industrial Relations
Career Opportunity
Non-Civil Service/Exempt Position

Labor & Industrial Relations Appeals Board
Executive Officer

Position # 100692E

Appointment Not to Exceed: June 30, 2022 and subject to renewal

Date of Issue: October 6, 2021

LAST DAY TO FILE APPLICATIONS: Continuous

Duties Summary include but not limited to:

The Executive Officer serves as the Labor and Industrial Relations Appeals Board's chief operations officer to provide internal management oversight on all matters related to the office, execute policies and strategies that improve and maximize office efficiency and accountability. The Executive Officer provides legal support by researching/interpreting statutes and case law; draft order, decisions, rules, and other legal documents; conducting pretrial/settlement conferences and perform legal or administrative duties as assigned.

Recommended Qualifications:

Competencies: Experience advising government boards or other similar entities. Knowledge of laws and policies related to employer/employee relations, FOIA and ADA, language access, and access to justice. Minimum ten (10) years of experience in workers' compensation, employment, or insurance matters. Minimum five (5) years of administrative experience in supervising/managing multiple people, scheduling, training, budgeting, establishing and implementing programs and strategies and enforcing rules and policies. A proven track record of the ability to multitask/communicate appropriately in a detailed, fast-paced, technology-driven environment.

Skills: Strong research, writing, communication, and managerial/human/interpersonal skills and proficiency in Office 365, Adobe and/or similar type of software applications.

Education: Graduate of a law school accredited by the American Bar Association

License: An attorney in good standing, licensed to practice law in the State of Hawaii

Salary: Negotiable based on experience

To apply: Submit the following to damien.a.elefante@hawaii.gov, Subject: Executive Officer

- **Resume**
- **Letter of interest**
- **Legal Writing Sample** such as a legal research memo or legal position statement or pleading

Notice of "At Will" Employment:

The position is exempt from civil service and temporary in nature. Therefore, if appointed to the position, your employment will be considered to be "at will", which means that you may be discharged from your employment at the prerogative of the department head or designee at any time.

DLIR is an Equal Opportunity Employer/Program Manager