

Department of Labor and Industrial Relations
Career Opportunity
Non-Civil Service Position
Unemployment Insurance
COVID-19 Modernization Technical Writer/Project Assistant

NC23-02

Appointment Not to Exceed: June 30, 2023

Date of Issue: July 13, 2022

LAST DAY TO FILE APPLICATIONS: Continuous

Duties Summary include but not limited to:

This position is responsible for overseeing the day-to-day operations of the UI SMP and works in conjunction with the Project Coordinator. The Project Assistant/Technical Writer prepares, reviews, revises and maintains technical documents including software and systems engineering, systems operations, testing, and user documentation; works with the Project Coordinator and SME's to gather, analyze, consolidate, and rewrite notifications which are sent to employers and claimants; provides technical documentation and support, provides project support (including participating in milestone meetings and keeping project documentation, tracking matrices and project calendar current), and provides administrative support and supports the implementation of Organizational Change Management.

Minimum Qualification

- Bachelor's degree from an accredited four-year college or university
- Five (5) years of responsible professional work experience which required a high degree of analytical skill. 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. Experience should include evaluation of technical proposals and business plans for projects; and Two (2) years of professional work experience drafting and finalizing technical documents. A Master's degree from an accredited university may be substituted for the two (2) years of technical writing experience.

Preferred Skills

- Technical Writer, Project Management experience, Procurement and contract management
- Experience interviewing subject matter experts and experimenting with software to obtain technical and product knowledge for a project.

Starting Salary : \$97,000 annually

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

Work Location

Downtown, Honolulu

To apply: Email the following items to DLIR.UI.MOD.Job.Opportunity@hawaii.gov

- [Application](#) All fields on application must be filled in and signed. Incomplete application will not be considered.
- **Resume**
- **A copy of your college diploma or an official transcript**
Application without a proof of your education will not be considered. Education obtained outside the United States must be comparable to education earned at an accredited school in the United States.

COVID-19 Vaccination Requirement

As a condition of employment with the State of Hawaii, all qualified external candidates who have been given a conditional offer of employment must show proof of full COVID-19 vaccination and shall

be fully vaccinated by his/her/their employment start date. A reasonable accommodation will be provided 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.

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