

# Department of Labor and Industrial Relations

## Career Opportunity

### **89-Day Non-Civil Service Appointment**

### **Program Specialist IV**

NC23-07

\$27.07 hourly

Date of Issue: November 2, 2022

**LAST DAY TO FILE APPLICATIONS: Continuous**  
Please apply immediately as this recruitment may close at any time.

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#### Duties and Responsibilities include but are not limited to:

- A. Grant and Contract Management – Develops policies, procedures, and guidelines to facilitate the effective administration and implementation of one or more job training employment programs. Drafts and analyzes contracts, requests for proposals, and grant applications for job training employment programs such as, but not limited to, internships, the Employment and Training Fund, Veterans, Apprenticeship, Supplemental Nutrition Assistance Programs, First-to-Work Program, and Workforce Innovation and Opportunity Act (WIOA).
- B. Reporting and Analysis – Collects, reviews, and analyzes reports, data, charts, program evaluations, and other materials submitted for assigned grants and contracts. Makes recommendations to the Program Officer and drafts required reports, guidance, training materials, and other documents for assigned grants and contracts.

#### Minimum Qualification

Bachelor's degree from an accredited four (4) year college or university

**Submit an official transcript or a copy of diploma of your college degree as verification.**

#### Preferred Skills and Abilities

Ability to write business materials such as contracts, applications and programs

Ability to communicate effectively with a wide range of stakeholders

Proficient in Microsoft Office applications, Adobe Acrobat and navigating the internet

Familiarity with budget management and cost analysis – Federal Grants Management Skill is highly desirable

#### Work Location

Downtown, Honolulu

**To apply:** Email the following items to [deirdre.t.yamasaki@hawaii.gov](mailto:deirdre.t.yamasaki@hawaii.gov)

- **Resume**
- **An official transcript or a copy of diploma of your bachelor's degree (required)** - 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. – Submit foreign education credential evaluation.

#### 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.