

Department of Labor and Industrial Relations

Career Opportunity

Non-Civil Service/Exempt Position

HMOAB Executive Assistant

Recruitment number: NC25-01

Date of Issue: July 29, 2024

LAST DAY TO FILE APPLICATIONS: Continuous

Recruitment Information

This posting is for the State of Hawaii, Department of Labor and Industrial Relations, Hoisting Machine Operators Advisory Board (HMOAB), Honolulu, Oahu.

The functions of the Hoisting Machine Operators Advisory Board are to implement and maintain the regulatory certification law for hoisting machine operators and to inform the Hawaii Occupational Safety and Health Division (HIOSH) on matters concerning hoisting machine safety.

Duties Summary:

The primary purposes of this position are to perform as staff assistant in providing administrative services to the Hoisting Machine Operators Advisory Board (Board).

Recommended Qualifications:

- A. Knowledge
Basic functions of regulatory boards and commissions; principles and practices of public administration; principles and practices of public relations; report writing.
- B. Skills/Abilities
Ability to organize and carry out various support services for the Board, and coordinate with others; ability to apply applicable laws, rules, regulations and precedent rulings; speak and write effectively; deal effectively with board members, the general public and others; ability to analyze data and derive sound conclusions.
- C. Education
High School Diploma: Graduation with a bachelor's degree from an accredited college or university desirable. Responsible experience as described below or administrative, professional, analytical or other responsible work experience may be substituted for education on a year-for-year basis.
- D. Experience
Two and one-half years (2-1/2) progressively responsible administrative, professional, analytical, or other comparable work experience which demonstrated possession of ability to plan and coordinate activities and deal satisfactorily with others.

Hourly Rate: Commensurate with qualifications and experience

Work Schedule : Part-time, not to exceed 20 hours per week, work schedule is negotiable

Work Location : Downtown, Honolulu, Oahu

To apply: Email the following items to dlir.hiosh@hawaii.gov Attn. HIOSH Administrator

- **Application** All fields on application must be filled in and signed. Incomplete application will not be considered.
- **Resume**(optional)

If you have any questions regarding this non-civil service exempt position, please send an email to dlir.hiosh@hawaii.gov

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.

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