

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

#### **WORKFORCE DEVELOPMENT PROGRAM OFFICER**

#### **OAHU**

Recruitment number: 26-037

Annual Salary: \$113,544 - \$181,644 (EM-05)

**Opening Date:** February 12, 2026

**Closing Date:** Continuous

#### **RECRUITMENT INFORMATION**

This position is full-time and permanent. The position is located in Downtown, Honolulu. 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.

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**

(The sole position in this class 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.)

- Plan, organize, direct, coordinate and control the activities of program specialists engaged in planning, developing and evaluating workforce development services activities, and employment and training programs.
- Plan and develop program goals and objectives within the framework of federal guidelines and based on the needs of local offices, applicants, employers, counties, State and local workforce boards, and the community.
- Clarify and interpret laws, rules, regulations, policies, procedures and directives, and new program initiatives to insure uniform understanding and application.
- Direct and assist staff supervisors in planning and organizing staffing patterns to meet program needs; and ensure that production requirements and critical time schedules are met.
- Review and evaluate the overall functions and activities of the office for effectiveness; and develop and implement corrective action plans.
- Analyze economic and occupational data; coordinate the planning and development of federal and State program plans and budgets; and recommend to the Administrator program plans and budgets, and allocation of program goals and resources to divisional branches and sections.
- Develop organizational plans and operating procedures for implementation within the division.
- Review and analyze State and federal workforce development and related legislation; and prepare legislative testimony and/or comments.

- Review and approve operational policies, procedures and guidelines for programs developed by subordinates; and provide guidance in resolution of complex issues in program implementation.
- Direct and assist project directors of subgrantee organizations (e.g., counties, occupational organizations, educational institutions, private or public agencies, etc.) in developing program plans and operating and administrative procedures; and provide training and other technical assistance.
- Coordinate various subgrantee efforts in each county to minimize duplication of efforts and increase utilization of all available resources.
- Conduct regular meetings with project directors to provide program direction; review and analyze operational reports and other documents to determine deficiencies and problem areas, and formulate plans for improvement; prepare strategies for needed actions; and prepare written directives or policy, based on program administrative decisions, for the Administrator's issuance to appropriate parties.
- Conduct and/or participate in advisory council meetings to obtain recommendations regarding program plans, to provide continuing analysis of needs for employment training, and to improve the utilization and coordination of delivery of such services.
- Plan and/or participate in a public information program to stimulate interest in and gain public acceptance and cooperation of the various workforce development programs.
- Participate in the development and maintenance of effective working relationships with officials of business establishments, unions, training institutions, and other public and private organizations to enhance interest and success of the program.
- Participate in senior supervisory staff meetings with the Administrator to coordinate activities and develop cohesive statewide strategies, policies and procedures.
- Conduct and/or participate in meetings with county mayors and officials, State department directors or their representatives, U.S. Department of Labor representatives, organized labor, various agencies, etc., to establish good working relationships and discuss and resolve major workforce development problems.
- Plan, direct and/or participate in the implementation of training programs for other agency personnel or officials from foreign countries on matters related to workforce programs.
- Determine need, conduct and/or provide opportunities for staff training and development.
- Take appropriate action on personnel matters, including disciplinary actions and grievances.

- [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:** Federal laws, rules and regulations pertaining to employment services and employment training programs; national and/or State labor market conditions, employment trends and industrial conditions; program planning and evaluation, and budget preparation; research and report writing methods and techniques; public relations; and principles and practices of supervision.

**Ability to:** Plan, organize, direct and coordinate activities of subordinates involved in planning, developing and evaluating workforce development programs; interpret and apply various employment service and employment training program standards and requirements to specific employment needs; formulate and develop program policies, standards, procedures and budgets; analyze and evaluate plans and take corrective action; develop comprehensive written reports; speak and write effectively; meet and elicit the cooperation of, and establish and maintain effective working relationships with associates, committees, representatives of community groups, organizations, and other governmental agencies; and supervise 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 (5½) years of progressively responsible professional experience in an employment service and/or employment training program which involved gathering and analyzing employment data; identifying and assessing employment needs of applicants; determining job content and requirements; conducting analyses, interpreting and applying federal laws, rules, and regulations pertinent to employment services and employment training programs to specific employment needs; developing or implementing budget requirements; and identifying problems and recommending alternative courses of action.

Of the required five and one-half (5½) years of Specialized Experience described above, two (2) years must have been in a supervisory or staff capacity. At least one (1) year of such experience must have been comparable to the Employment Service Specialist VI, or two (2) years of experience must have been comparable to the Employment Service Specialist V, in the State service.

A. **Supervisory Experience:** Work experience which involved supervising a professional staff and included: 1) planning and directing the work of others; 2) assigning and reviewing 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 responsibility 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 requirements; conducting special studies; and recommending staff requirements 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.gov/manage-loans/forgiveness-cancellation/public-service>

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**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 email at:

[DLIR.HRO.Admin@hawaii.gov](mailto:DLIR.HRO.Admin@hawaii.gov)

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

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