

# Department of Labor and Industrial Relations

## Career Opportunity

### Non-Civil Service/Exempt Position

## Hawai'i Civil Rights Commission

### Deputy Executive Director

Recruitment number: NC26-03

Date of Issue: May 11, 2026

**LAST DAY TO FILE APPLICATIONS:** Continuous

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#### **Recruitment Information**

This posting is for the State of Hawaii, Department of Labor and Industrial Relations, Hawai'i Civil Rights Commission. The position is located in Honolulu, on the Island of Oahu.

**Salary: Commensurate with qualification and experience.**

#### **Duties Summary**

The Hawai'i Civil Rights Commission (HCRC) is responsible for the enforcement of the State's laws prohibiting discrimination in employment, housing and public accommodations and access to State-funded services.

The primary functions of this position are to (1) assist the Executive Director in guiding all aspects of the HCRC's activities in planning, organizing, directing, monitoring, and evaluating HCRC's resources (e.g., financial, and staffing) in enforcing the State's laws prohibiting discrimination in employment, housing, public accommodations, and access to State-funded services; and (2) assist the Executive Director in developing and implementing short and long range plans, policies, and directives to accomplish the goals and objectives established by the Commission.

#### **Minimum Qualification Requirements**

##### **Knowledge:**

Knowledge of state and federal civil rights laws prohibiting discrimination, theories of discrimination, administrative procedures, investigation planning, conciliation and mediation practices, principles, and procedures; public administration; state government operations; legislative process; and principles and practices of employee supervision, management, administration, effective communication, public information, and public relations.

##### **Skills:**

Analytical and negotiation skills, legal analysis and legal writing skills.

##### **Ability:**

Ability to plan, organize, direct, coordinate, and evaluate the work and activities of a staff of attorneys, investigators, program specialist, and support personnel; prepare and make effective presentations; prepare and present a variety of written reports; work effectively with diverse communities and populations, treating people with respect and dignity, without regard to race, class, ancestry or ethnicity, sex or gender, sexual orientation, age, disability, religion, or other protected basis; maintain objectivity and confidentiality; maintain professional appearance and demeanor; and maintain regular attendance.

**Education:**

An applicant must have a juris doctorate of law degree from an accredited school of law.

**Experience:**

Three (3) years of professional work experience in municipal (local or county), state, or federal civil rights or anti-discrimination law enforcement, or in regularly representing parties in discrimination complaints before such law enforcement agencies or in court actions.

**Desirable Qualifications**

Demonstrated commitment to the preservation of the civil rights of all people.

**Notice of "At Will" Employment**

The position is exempt from civil service and considered 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.

**Legal Authorization to Work Requirement**

The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

**To Apply**

Email the following documents to: [constance.m.yonashiro@hawaii.gov](mailto:constance.m.yonashiro@hawaii.gov)

- [Application](#)
- Cover letter
- Detailed resume

If you have any questions regarding this non-civil service exempt position, please email the Hawai'i Civil Rights Commission at: [constance.m.yonashiro@hawaii.gov](mailto:constance.m.yonashiro@hawaii.gov)