



Hawaii Public Housing Authority (HPHA)

*We invite highly motivated individuals to make a difference in the lives of others,
by joining the team that manages Hawaii's Public Housing Properties.*

EXEMPT ADMINISTRATIVE POSITIONS

❖ **HOUSING DEVELOPMENT SPECIALIST**

This position is responsible for aiding in all phases of housing development including location of housing sites, preparation of feasibility studies for the site, master plan preparation, processing the required governmental applications and permits, construction of housing units, and coordination with Property Management & Maintenance Services Branch and the Office of the Executive Director.

Salary Range:

\$7,644.00 - \$8,601.00 Monthly

\$91,728.00 - \$103,212.00 Annually

Minimum Qualification Requirements:

Required Licenses, Certificates, etc.: Driver's license preferred.

Professional Licenses or Certificates, etc. Other professional licenses or certificates (law, architectural, engineering, real estate, etc.) although not required, are positively considered.

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree and major preferably in business administration, finance, real estate, engineering or architecture.

Substitution: In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she can perform the duties and responsibilities for which he/she is being considered, e.g., must possess the knowledge, skills, and abilities.

Experience: One (1) year of experience in infrastructure and/or property/housing development, such as project management or coordination; construction management; construction superintendent; project and/or warranty inspection; property management; and real estate and/or other property/housing development.

❖ **PROJECT ENGINEER**

The HPHA's Construction Management Branch is seeking a Project Engineer to manage major capital improvement projects for Federal and State Public Housing developments statewide. As a Project Engineer, the incumbent will be responsible for managing several design and construction projects, ensuring that they are completed within budget and time frames, funding deadlines, and in accordance with federal and/or state rules and regulations. This position will plan projects, prepare cost estimates,

manage design, and construction progress, change proposal and progress payment requests, maintain cost data records, wage and hour certification, accessibility compliance, review complex engineering designs, manage, and administer multiple design construction contracts and projects for the HPHA.

Salary Range:

\$6,535.00 - \$7,952.00 Monthly

\$78,420.00 – \$95,424.00 Annually

Minimum Qualification Requirements:

Education: Graduation from an accredited college or university with a bachelor's degree in architecture, Landscape Architecture, Building Construction or Engineering.

Substitution: Excess work experience as described below which provided knowledge, skills, and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for Education 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.

Experience: Three (3) years of experience in the planning, design, and construction of projects as a project coordinator, project manager. or contracting officer is preferred.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she can perform the duties of the position for which he/she is being considered.

❖ **HOUSING PUBLIC HOUSING SUPERVISOR VI**

The primary purpose of this position is to supervise the Management Section. This position develops and coordinates policies and procedures relating to the public housing projects under the section.

Salary Range:

\$6,535.00 - \$7,644.00 Monthly

\$78,420.00 – \$91,728.00 Annually

Minimum Qualification Requirements:

Education: Graduation from an accredited (4) year college or university with a bachelor's degree.

Experience: Four and one-half (4 ½) years of specialized experience in one or a combination of the following types of work:

A. Supervisory Experience: work experience which included (1) planning, organizing, scheduling, and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult work problems; (4) training and developing subordinates; and (5) evaluating their work performance.

B. Staff Specialist Experience: experience in the field of public housing, real property management, or related fields as a staff specialist which involved work such as conducting studies and making recommendations for the development or revision of standards, policies, procedures, and techniques pertaining to program or activity; giving technical advice and direction; gathering data to determine conformance with standards and requirements; conducting special studies; recommending staff improvements and developing training materials. Also, work experience which involved securing the cooperation and support of private and public agencies and community organizations to promote, develop, and maintain an understanding of public housing goals and objectives and the role public housing projects play in the total pattern of community organization; collecting and analyzing data on present and projected staffing needs and on employee training programs to meet workforce needs; and evaluating standards, policies, procedures, and techniques pertaining to public housing activities.

Substitution for Specialized Experience:

Possession of a master's degree from an accredited college or university with a major in business or public administration may be substituted for one (1) year of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she can perform the duties of the position for which he/she is being considered.

❖ **HOUSING COMPLIANCE AND EVALUATION SPECIALIST**

The primary purpose of this position is to conduct program and/or operational compliance reviews, review law changes and assist program managers in the developing new or revising procedures to implement the law changes, administer the management assessment programs and coordinate training for the programs, coordinate special inspections and investigation.

Salary Range:

\$5,369.00 - \$6,535.00 Monthly

\$64,428.00 - \$78,420.00 Annually

Minimum Qualification Requirements:

Education: Graduation from a four-year accredited college or university with a bachelor's degree. Juris Doctorate preferred.

Experience: Three (3) years of program analysis experience which required the identification and investigation of problem areas, and developing recommendations for improving the program

❖ **HOUSING PUBLIC HOUSING SUPERVISOR V (HILO)**

The primary purpose of this position is to oversee the management of the elderly and family housing projects, oversee daily operations, establish and foster working relationships with community groups

and other agencies for the benefit of the residents and HPHA. Implements approved policies and procedures, rules and regulations on matters relating to assigned housing programs.

Salary Range:

\$6,043.00 to \$7,351.00 Monthly

\$72,516.00 to \$88,212.00 Annually

Minimum Qualification Requirements:

Education: Graduation from an accredited (4) year college or university with a bachelor's degree.

Experience: Three and one-half (3 ½) years of specialized experience in one or a combination of the following types of work:

A. Supervisory Experience: work experience which included (1) planning, organizing, scheduling, and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult work problems; (4) training and developing subordinates; and (5) evaluating their work performance.

B. Staff Specialist Experience: experience in the field of public housing, real property management, or related fields as a staff specialist which involved work such as conducting studies and making recommendations for the development or revisions of standards, policies, procedures and techniques pertaining to a program or activity; giving technical advice and direction; gathering data to determine conformance with standards and requirements; conducting special studies; recommending staff improvements and developing training materials. Also work experience which involved securing and cooperation and support of private and public agencies and community organizations to promote, develop and maintain an understanding of public housing goals and objectives and the role public housing projects play in the total pattern of community organization; collecting and analyzing data on present and projected manpower needs and on employee training programs to meet manpower needs; and evaluating standards, policies, procedures and techniques pertaining to public housing activities.

Substitutions for Specialized Experience:

A master's degree from an accredited college or university with a major in business or public administration may be substituted for one (1) year of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she can perform the duties of the position for which he/she is being considered.

❖ **HOUSING PUBLIC HOUSING SUPERVISOR IV (KAUAI)**

The primary purpose of this position is to perform in a capacity of a deputy to the Public Housing Supervisor V in the total management and operation of a housing management area. In the absence of the manager, the deputy manager becomes responsible for the total operation within the management area.

Salary Range:

\$5,369.00 - \$6,535.00 Monthly

\$64,428.00 - \$78,420.00 Annually

Minimum Qualification Requirements:

Applicants must have had the 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: Two and one-half (2-½) years of specialized experience in one or a combination of the following types of work:

1. Progressively responsible work which required participation in, or the conduct of, most of the operational activities normally associated with housing projects, including such activities as:

- Development and implementation of local policies, procedures, and work plans.
- Supervision and training of subordinate personnel.
- Budgetary control and fiscal management of funds and expenditures related to project operations, maintenance, and repair of project facilities, etc.
- Evaluation of operating and maintenance costs and practices to obtain maximum efficiency and economy.
- Rental and occupancy activities involving tenant selection, dwelling unit assignment, surveys of local rent and utility rates, setting and/or collecting rents and charges.
- Community and tenant relations including development of cooperative dealings and harmonious relationships, adjustment of complaints, assistance on problems of health, safety, recreation, and social welfare needs of tenants.

2. Progressively responsible work in real property management as an employee or agent of a real estate firm, bank, insurance company, etc., engaged in the control and conduct of multiple unit residential housing operations, private housing developments, shopping centers, etc.

Such work must have provided the applicant with knowledge of, and experience in most of the following activities:

- Establishment of rent schedules.
- Property rental, lease negotiation and preparation.
- Property maintenance and repair which included responsibility for the efficient and economical maintenance of the property and the protection of the owner's investment through property inspections and effecting needed repairs and alterations; and
- Fund management: i.e., the installation and maintenance of fiscal accountability control procedures and records to reflect income and expenses.

Substitutions Allowed:

A master's degree from an accredited college or university with a major in business or public administration may be substituted for one (1) year of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she can perform the duties of the position for which he/she is being considered.

❖ **PROPERTY MANAGEMENT SPECIALIST**

The Property Management & Maintenance Services Branch is seeking a Property Management Specialist. This position is primarily responsible for analyzing proposals for the management of rental properties. This position monitors property management agreements to ensure all terms and agreements are met and executed in accordance to rules and regulations. This position also coordinates and/or conducts special inspections, resolves complaints and conducts tenant file reviews to verify compliance with State and Federal regulations for housing programs eligibility.

Salary Range:

\$5,369.00 - \$6,283.00 Monthly

\$64,428.00 – \$75,396.00 Annually

Minimum Qualification Requirements:

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree.

Experience: Minimum two (2) years of specialized experience in property evaluation, operation of residential and/or commercial properties, including efficient utilization and maintenance of real property which includes property evaluation, preparation of management proposals, solicitation of tenants, planning and execution of protection and maintenance of buildings and grounds.

❖ **RESIDENT SERVICES PROGRAM SPECIALIST**

The Property Management & Maintenance Services Branch is seeking a Resident Services Program Specialist. This position is responsible for overseeing and planning, contracting, collaboration and/or directing support services programs such as safety and crime prevention, case management, counseling, resident councils, social and economic self-sufficiency activities. In addition, this position works directly with the branch manager, public housing managers and public housing associations on tenant program services.

Salary Range:

\$5,369.00 - \$6,283.00 Monthly

\$64,428.00 – \$75,396.00 Annually

Minimum Qualification Requirements

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree.

Substitution: In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the positions for which he/she is being considered; e.g. must possess the knowledge, skills and abilities.

Experience: One (1) year of specialized experience which included the evaluation and integration of data to develop alternatives to meet goals and objectives; responsibility for budget review; initiating correspondence and program policy.

Required License: Valid Class 3, Hawaii State Driver License or equivalent

❖ HOUSING SOCIAL SERVICE ASSISTANT IV (KAUAI)

The primary purpose of this position is to provide supportive services to management; serve as a source of information for residents regarding public housing rules and regulations, the living environment, and the community in which they live, and community resources to meet their needs and interests, and assist in the enforcement of the lease provisions and other rules and regulations.

Salary Range:

\$3,606.00 - \$4,388.00 Monthly

\$43,272.00 - \$52,656.00 Annually

Minimum Qualification Requirements:

Education: Graduation from high school, or equivalent, may be substituted for the work experience described below.

Experience: Three (3) years' experience providing supportive services to professional workers in a social service or health related agency e.g. performing clerical tasks in processing various documents, transporting clients and materials to and from various destinations, observing and reporting client interactions, emotional, physical or mental symptoms and problems; explaining to clients or tenants the services available, assisting in overseeing group activities such as bowling and swimming. Experience must have involved engaging with clients.

Ability to: Communicate effectively; explain detailed documents such as rental agreements; enforce rules and regulations; collect, evaluate and interpret facts; secure the confidence and cooperation of others; establish and maintain effective working relations with community personnel, tenants and others; prepare and present oral and/or written reports.

❖ HOUSING ADMINISTRATIVE ASSISTANT II

The primary purpose of this position is to serve as a secretary to the Board. The board establishes policies and provides executive direction for the HPHA; approves programs and actions to be undertaken by the HPHA; approves recommendations to enter into contracts and other instruments necessary to exercise the powers granted to the HPHA; approves adoption of or revision to administrative rules and procedures; and monitors the status of projects receiving assistance from HPHA.

Salary Range:

\$4,054.00-\$4,933.00 Monthly

\$48,648.00-\$59,196.00 Annually

Minimum Qualifications Requirements:

General Clerical Experience:

Six (6) months' work experience which involved performance of tasks which demonstrated knowledge of English grammar, spelling and arithmetic; and the ability to read and understand oral and written instructions and speak and write simply and directly.

Specialized Clerical Experience:

Two (2) years progressively responsible typing, and/or substantive clerical work which demonstrated possession of, in addition to the knowledge and abilities noted under General Clerical Experience above, knowledge of common office appliances and equipment and the ability to carry out procedures in clerical work systems and to perform secretarial (administrative assistant) tasks including, but not limited to, several of the following; serving as telephone and walk-in receptionist; maintaining a system of files; making travel arrangements; composing correspondence; obtaining and presenting information from files; routing correspondence; reviewing outgoing correspondence for format, grammar, spelling punctuation and typographical errors; maintaining a log of pending work; etc., and use computers and software applications (e.g. word processing; spreadsheet, databases, etc.).

Substitutions Allowed:

1. Graduation from high school or equivalent may be substituted for the General Experience.
2. Excess Specialized Experience may be substituted for General Experience.
3. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma, or certificate at an accredited community college, business technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Specialized Experience, on the basis of fifteen (15) semester credits of satisfactorily completed course work for six (6) months of Specialized Experience, up to a maximum of one (1) year.
4. Education in a baccalaureate program at an accredited college or university may be substituted for Specialized Experience on the basis of fifteen (15) semester credits for (6) months of experience, up to a maximum of one (1) year.

Ability to: Plan, organize and carry out a very broad and complex range of secretarial functions. Ability to comprehend the complex issues discussed in Board meetings and to summarize the proceedings as accurately as possible. Deal tactfully with others within and outside regarding information relative to policy matters, employee-employer relations and program plans.

Operate a computer or typewriter with speed and accuracy, write varied business letters, summaries and reports requiring judgment as to appropriate format and conforming to rules of grammar and style; maintain an effective workplace.

The successful candidate must possess strong oral and written communication skills, be able to work with local, state and federal officials, as well as resident organizations, housing advocacy groups and the general community, and must demonstrate compassion, sensitivity and fairness to tenants and low-income families or disenfranchised communities.

❖ **HOUSING BUILDING CONSTRUCTION INSPECTOR II**

The primary purpose of this position is to inspect new construction of buildings for workmanship, use of correct materials, inspection of utility work, grading, paving, landscaping, and other related work in compliance with building and land code and ordinance and to oversee that the work is done according to the approved plans and specifications. Interviews contract journeymen and laborers for Wage and Hour trade classifications and wage rates reports.

Salary Range:

\$4,933.00 - \$5,555.00 Monthly

\$59,196.00-\$66,660.00 Annually

Minimum Qualification Requirements:

Education: Graduation from high school, or equivalent, may be substituted for the work experience described below.

Experience: Two (2) years journey level experience in the building construction trades which demonstrated knowledge of the full range of specialized knowledge, skills, abilities, and practices used in such trades, including knowledge of building construction methods and materials and safety requirements and practices, and the ability to read and interpret blueprints and sketches.

Specialized Experience: One (1) year of Building construction inspection work experience or supervisory work experience, over a force of skilled trades workers in the building construction industry that involved responsibility for interpreting plans and specifications and inspecting the quality of workmanship and materials for adherence to such plans and specifications.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively.

Substitutions Allowed:

1. Graduation from an accredited college or university with a bachelor's degree in civil engineering or architecture may be substituted for the two (2) years of General Experience required.
2. Excess Specialized Experience may be substituted for the General Experience on a month-for-month basis.

License requirement: Applicants must possess a valid license to drive in the State of Hawaii.

Note: *These positions are exempt non-civil service and are on continuous recruitment until filled. HPHA is an equal opportunity employer. We offer competitive compensation package with added benefits with the State of Hawaii. Salary range is commensurate with training and experience.*

For consideration, you may submit or email a cover letter, a completed State of Hawaii Application for Non-Civil Service Appointment HRD 278 (see link below), and a detailed resume to:

Hawaii Public Housing Authority
Human Resources Office – Building B
1002 N. School Street
Honolulu, Hawaii 96817
Email: hphajobs@hawaii.gov

The State of Hawaii Application for Non-Civil Service Appointment, HRD 278 may be accessed online at www.hpha.hawaii.gov

For a list of other positions please visit <https://www.governmentjobs.com/careers/hawaii> and apply online.