



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

❖ 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 contacts 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 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 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 Public Housing Supervisor VI is responsible for developing, revising, and implementing policies and procedures, and rules and regulations, which govern the operation of housing management programs. In addition, this position will oversee supervisors that manage federal and state public housing statewide.

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.

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 demonstrated 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 affecting needed repairs and alterations, fund management i.e. installation and maintenance of fiscal accountability control procedures and records to reflect income and expenses.

Supervisory/Staff Specialist Experience: Two (2) years of supervisory/staff specialist experience in one or a combination of the following types of work:

1. Supervisory Experience: Supervisory 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.
2. 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.

❖ **HEARINGS OFFICER**

The HPHA is seeking a Hearings Officer to represent the agency in eviction hearings before the Eviction and Appeal Board and/or courts. The Hearings Officer is responsible for reviewing and interpreting rules and regulations; advising the Executive Director and staff on rules and regulations as related to various branch programs; establishing operational procedures and performing activities pertaining to hearings, grievances, and contested cases; resolving disputes between tenants and the agency.

Salary:

\$7,351.00 - \$7,644.00 monthly

\$88,212.00 - \$91,728.00 Annually

Minimum Qualification Requirements:

Education: Juris Doctorate from a school of law recognized by the American Bar Association.

General Experience: Three (3) years of general experience which involves identifying, gathering, evaluating, and analyzing facts and other pertinent information required to resolve problems and applying statutory provisions, rules, and regulations to determine and recommend appropriate courses of action on hearings.

Specialized Experience: Two (2) years of specialized experience which involved the knowledge of procedures and requirements pertinent to conducting hearings of contested cases in government and adjudicating hearings of contested cases that involve the interpretation and application of policies, rules, and regulations which demonstrate skill in the analysis and presentation of cases or complex issues.

Supervisory Experience: Two (2) years of supervisory experience which includes planning, organizing, staffing, policy formulations and implementation.

❖ **HUMAN RESOURCES SPECIALIST IV**

The Hawaii Public Housing Authority (HPHA) is seeking a highly motivated and talented Human Resources professional. This position works independently and furnishes human resources management advisory services and evaluations for organizations which are complex, new, or dynamic; serves as a specialist, consultant, and troubleshooter with independent responsibility for a functional area in resolving very difficult human resources problems and handling assignments of a very complex nature; and performs other related duties as assigned.

Salary Range:

\$5,369.00 - \$5,588.00 Monthly

\$64,428.00 – \$67,056.00 Annually

Basic Education:

A bachelor's degree from an accredited college or university.

Substitution: A bachelor's degree from an accredited college or university with a minimum of fifteen (15) semester credit hours of course work in human resources administration, management and industrial relations or human resources management covering the recruitment and selection process; job evaluation; performance appraisal; employee training and safety; human resources compensation and benefits administration; staffing process; organizational development; labor laws and/or labor relations may be substituted for six (6) months of specialized experience.

A master's degree from an accredited college or university in human resources administration, personnel and industrial relations or human resources administration, personnel and industrial relations or human resources management may be substituted for one (1) year of the Specialized Experience.

A Ph.D. degree from an accredited college or university in one of the fields described above may be substituted for (2) years of the Specialized Experience.

Excess Supervisory or Staff specialist Experience may be substituted for Specialized Experience on a year-for-year basis.

Experience:

Two and half (2-1/2) years of professional work experience in one or any combination of human resources management functions, i.e., recruitment, placement, examination, position classification, pay or wage administration, employee management relations and services, employee development, human resources research.

Such experience must demonstrate the ability to deal satisfactorily with fellow workers and/or operating personnel, to recognize problems in the operation of a human resources program, and to suggest practical solutions, and otherwise to accept responsibility in the field of human resources administration.

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 has the ability to perform the duties of the position for which he/she is being considered.

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

This position will be responsible for assisting the Public Housing Supervisor V in the planning, organizing, directing, and coordinating the operations of public housing projects; or services as staff specialist in the development and evaluation of programs and functions; and other related duties as assigned.

Salary Range:

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

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

Basic education: A bachelor's degree from an accredited college or university.

Specialized Experience: Two and one-half (2-½) years of professional experience must have been in one or a combination of **A** or **B** below:

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 include 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 affecting 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.

Supervisor Experience/Aptitude:

Supervisor aptitude rather than actual supervisor experience may be accepted. This requirement will be considered to have been met when there is strong affirmative evidence of the necessary supervisory abilities and/or potential.

Substitution Allowed: Relevant substitution as described in the Minimum Qualification Requirements will apply.

❖ **HOUSING CONTRACT SPECIALIST (Goods and Services)**

The HPHA's Contract and Procurement Office is seeking a Housing Contract Specialist to provide administration of all contracts and procurement activities relating to goods and services. The incumbent is responsible for ensuring that the procurement of goods, supplies, services, and construction materials for HPHA are in compliance with all federal and state procurement laws, rules, and regulations.

Salary Range:

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

\$64,428.00 - \$75,396.00 Annually

Minimum Qualification Requirements:

Required Licenses, Certificates, etc.: Valid Class 3, Hawaii State Driver License or equivalent.

Education: Graduation from a four-year accredited 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 and

responsibilities for which he/she is being considered, e.g., must possess the knowledge, skills, and abilities.

Experience: Two (2) years of work experience specializing in procuring professional services, preparing, and processing contracts, legal documents or notices requiring the knowledge and application of pertinent Federal and State procurement laws, policies and procedures, and contract management.

❖ **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 with 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.

❖ **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 - \$5,338.00 Monthly

\$43,272.00 - \$64,056.00 Annually

Minimum Qualification Requirements:

Basic Education/Experience Requirements: Experience which demonstrated the ability to read, comprehend and apply written directions, a high degree of verbal skill, and the ability to make basic mathematical computations, including averaging. This experience may be met with part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not

necessarily on a full-time normal work basis. This requirement may also be met by possession of a high school diploma, or equivalent.

Experience Requirements: In addition to the above, applicants must have had progressively responsible experience of the kind and quality described below and, in the amount shown, or any equivalent combination of training and experience.

Specialized 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.

Substitutions Allowed:

1. Successful completion of thirty (30) semester credit hours of coursework from an accredited college or university, may be substituted for Specialized Experience on the basis on a year-for-year basis up to a maximum of three (3) years
2. Satisfactory completion of human, social services, or health sciences curriculum at an accredited community college, technical school, or junior college which resulted in a Certificate of Achievement or Associate of Science, or related degree may be substituted for Specialized Experience on a year-for-year basis up to a maximum of two (2) years.

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.

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 ADMINISTRATIVE ASSISTANT II**

This position will be responsible for providing administrative support to both HPHA Board of Directors and Office of the Executive Director, in scheduling board meetings, agendas, coordinating travel arrangements for Board of Directors, transcribe minutes, correspondences and maintain calendar for board members and the Executive Director.

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 related 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 MAINTENANCE WORKER I**

The primary purpose of this position is to perform a variety of maintenance and repair work in the upkeep of the buildings, facilities, residences, other structures, and equipment in public housing projects.

Salary:

\$5,856.00 Monthly

Experience and Training: Four (4) years of work experience in performing a variety of building maintenance repair work, or any equivalent combination of training and experience.

Ability to: Determine the need for repairs involving a variety of building trades; recognize hazards typical of the work; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and materials needed to perform maintenance and repair jobs; make mechanical repairs to equipment and appliances; understand and follow oral and written instructions.

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.*

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

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

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

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