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

❖ HEARINGS ADMINISTRATOR

The HPHA is seeking a Hearings Administrator to oversee the planning, development, implementation and administration of the Hearings Office; ensure daily operations are effective, efficient and comply with applicable laws, rules, policies etc.; resolve disputes between tenants and the agency; and serve as adjudicator and or HPHA advocate in legal proceedings.

Minimum Qualification Requirements:

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

Specialized Experience: Five (5) years of specialized experience work which involved 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 policy, rules, and regulations which demonstrate skill in the analysis and presentation of cases or complex cases

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

Supervisor Experience: two (2) years of experience which includes planning, organizing, staffing, policy formulation and implementation 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.

❖ HOUSING GRIEVANCE OFFICER

The HPHA is seeking a Housing Grievance Officer to conduct hearings over matters relating to tenant complaints and violations, disputes, and other tenant-related matters such as denial of reasonable accommodation requests, contesting of maintenance charges, and failure to pay rent.

Minimum Qualification Requirements:

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

Specialized Experience: Two (2) years of specialized experience work which involve 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 policy, rules and regulations which demonstrate skill in the analysis and presentation of cases or complex issues.

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

❖ 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:
$6,728.00 - $8,187.00 Monthly
$80,736.00 – $98,244.00 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 COMPLIANCE AND EVALUATION SPECIALIST

The Compliance Office is seeking a Housing Compliance and Evaluation Specialist. The Compliance Office performs activities to ensure the HPHA manages and operates programs in accordance with Federal and State requirements, and agency policies and procedures. The incumbent is responsible for conducting program and/or operational compliance reviews, reviewing law changes and assisting

property managers in developing new or revising procedures to implement the law changes, administering the management assessment programs, and coordinating training for the programs, coordinating special inspections and investigations.

Salary Range:
$6,468.00 - $7,278.00 Monthly
$77,616.00 - $87,336.00 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 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:
$6,728.00 - $7,870.00 Monthly
$ 80,7369.00 – $94,440.00 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.

❖ 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:
$5,527.00 - $6,468.00 Monthly
$66,324.00 - $77,616.00 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

- **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:

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 maintaining calendar for board members and the Executive Director.

Salary Range:
$4,054.00-$4,56.00 Monthly
$48,648.00-$54,756.00 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.

***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.