



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

❖ CHIEF FINANCIAL OFFICER

Hawaii Public Housing Authority (HPHA) is seeking a Chief Financial Officer. HPHA serves over 15,000 families and manages over 6,000 units statewide on the islands of Oahu, Maui, Kauai, and the Big Island of Hawaii. The incumbent for the Chief Financial Officer is responsible for the formulation of policies for the Executive Director consultation and providing the general framework of procedures governing the fiscal management staff services in support of program administered, including; fiscal, capital improvements, planning activities, budgeting, asset management, payroll, and disbursement. This position represents the agency in conducting business with investors, financial institutions and government agencies. Manages internal and external financial reporting to ensure conformance with contract requirements, federal and state laws, and Generally Accepted Accounting Principles. Provides financial analysis, management, and planning in support of the agency's wide initiatives.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: CPA License preferred. A valid license to drive in the State of Hawaii, preferred.

Education: Graduated from an accredited for (4) year college or university with a bachelor's degree in business administration, finance, accounting or a related field of study. Comparable work experience may be substituted for the educational requirement, subject to review and acceptance by the Executive Director.

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: Five (5) years of progressive administrative and/or analytical experience that involved designing and administering budget or financial systems in a public agency finance and/or accounting setting; analyzing economic, financial and auditing data; modeling and forecasting financial information; establishing internal financial or auditing controls; developing or revising of standards, policies, procedures, and techniques; program analysis and evaluation, program planning, program budgeting or any combination of these areas; directing a program that provides staff advise and assistance; giving technical advice and direction to management; and preparing and making oral presentations. Supervisory experience required. Graduated from an accredited 4-year college or university with a bachelor's degree in business administration, finance, accounting, economic or

related field is required. Knowledge of public housing-related funding administration and reporting, such as HUD programs preferred. Experience in understanding governmental accounting preferred. Certification as a Certified Public Accountant (CPA) License preferred.

❖ **PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH CHIEF**

The Hawaii Public Housing Authority (HPHA) is seeking a highly motivated, innovative and qualified individual that welcomes challenges, to be its Property Management and Maintenance Services Branch Chief. The successful candidate will manage 6000+ statewide federal state properties; develops and/or revises and implements policies and procedures, rules and regulations which govern the operation of housing management programs in compliance with applicable statutes and procedures for program enhancement. In addition, this position will be responsible for the creation and management of partnerships with community organizations, programs to promote economic opportunity and management practices to ensure the viability of our properties.

Minimum Qualification Requirements:

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

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree in business administration, public administration, social sciences, or closely related field. 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:

Supervisory Experience: Five (5) years of supervisory experience which includes: 1) planning and directing the work of others; 2) assigning and reviewing their work; 3) advising them of difficult problem areas, and 4) training and development of employees.

Preferred and Specialized Experience: Five (5) years of progressively responsible experience in the areas of property management, Department of Housing Urban Development (HUD) Rental Assistance experience, asset management budgeting, and fiscal/financial management.

❖ **HEARINGS OFFICER**

The Hawaii Public Housing Authority (HPHA) is seeking a Hearings Officer for the Hearings Office that conducts and coordinates hearings which involve resident disputes or evictions. The successful candidate will represent HPHA in eviction hearings against residents before the Hearing Board and coordinates with the Office of Attorney General on court proceedings. As a Hearings Officer, the incumbent will hear testimonies and conducts cross examinations of tenants, agency representatives and other witnesses and reviews documentary evidence. The Hearings Officer would serve as the HPHA's primary legal representative in statewide eviction hearings for the agency and explains the

issues and the legal and procedural aspects of the hearings, presents arguments, and conducts examination of tenants, agency's representatives and other witnesses.

Minimum Qualification Requirements:

Education: Graduation from an accredited school of law recognized by the American Bar Association with a Juris Doctor degree.

Experience:

Preferred and 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.

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

❖ **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:

\$5,178.00 - \$6,299.00 Monthly

\$75,000.00 – \$81,744.00 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 has the ability to perform the duties of the position for which he/she is being considered.

❖ **HPHA SYSTEMS ANALYST IV**

The Hawaii Public Housing Authority (HPHA) is seeking a highly motivated, innovative and qualified individual that welcomes challenges and be part of the Information Technology Office (ITO). The ITO is responsible for the overall administration, planning, direction, management, development and maintenance of all information technology systems and processing for the HPHA.

The HPHA System Analyst IV will have responsibility to provide overall technical support for the Hawaii Public Housing Authority. This position is responsible for system implementation as well as ancillary system development and enhancement. It also is responsible to provide network, office automation, and telecommunication support.

Salary Range:

\$4,413.00 - \$5,167.00 Monthly

\$55,200.00 - \$67,200.00 Annually

Minimum Qualification Requirements:

Education: Bachelor's degree from an accredited college or university or relevant substitution(s).

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. Excess experience of the type and quality described above may be substituted for education on a year-for-year basis.

Experience: Two and half (2-1/2) years of progressively responsible technical experience which involved a variety of hardware, software and transmission media that enable connectivity between computers over LANs/WANs.

Physical Requirements: May need to lift up to 50 lbs.

❖ **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:

\$4,600.00 - \$5,178.00 Monthly

\$55,200.00 – \$67,200.00 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. Experience in property inspection (HUD Real Estate Assessment) is required.

❖ **HOUSING CONTRACT SPECIALIST (Construction)**

The HPHA's Contract and Procurement Office is seeking a Housing Contract Specialist to secure construction services for the HPHA's Central Offices. The incumbent is responsible to provide agency-wide administration of all contracts and procurement activities specializing in construction contracts; ensuring that the agency is in compliance with all federal and state procurement laws, program requirements, and all rules and regulations in securing construction services, for the HPHA.

Salary Range:

\$4,600.00 - \$5,178.00 Monthly

\$55,200.00 - \$67,200.00 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 degree in architecture, preferred.

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 design and construction, specifications, plans, preparing contracts, legal documents or notices requiring the knowledge and application of pertinent Federal and State procurement laws, policies and procedures, and contract management.

❖ **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:

\$4,600.00 - \$5,178.00 Monthly

\$55,200.00 – \$67,200.00 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.

❖ **HEARINGS ASSISTANT**

The Hearings Office is seeking a Hearings Assistant. This position is responsible to represent HPHA in eviction hearings against residents before the eviction boards and coordinates with the Department of Attorney General on court proceedings; prepares necessary documents for the eviction process. The primary purpose of the Hearings Assistant is to provide technical and administrative assistance to the Hearings Officer in the areas of rule enforcement, quasi-judicial administrative hearings and adverse proceedings.

Salary Range:

\$3,566 - \$3,856.00 Monthly

\$42,792.00 – \$46,272.00 Annually

Minimum Qualification Requirements:

Education: High school diploma or equivalent.

Required Licenses, Certificates, Etc.: A valid license to drive in the State of Hawaii, required.

Experience: Five (5) years of clerical work and legal assistance experience. The incumbent must be able to take dictation with speed and accuracy at a net word rate of 80 words per minute and type a variety of material with speed and accuracy at a net of 40 words per minute. Ability to understand and explain legal processes and procedures.

Note: *These aforementioned 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 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 J
1002 N. School Street
Honolulu, Hawaii 96817
Email: hphajobs@hawaii.gov | Fax: (808) 832-5979

The State of Hawaii Application for Non-Civil Service Appointment, HRD 278 may be accessed online at <http://humanservices.hawaii.gov/application-for-non-civil-service-appointment/>

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