



## Hawaii Public Housing Authority (HPHA)

*On behalf of the State of Hawaii and the employees of Hawaii Public Housing Authority (HPHA), we invite highly motivated and dedicated professionals to consider the following positions:*

### **CHIEF COMPLIANCE OFFICER (Housing Program)**

**(\$54,858.00 - \$61,681.00)**

This position oversees and manages the agency's Housing Compliance Office to ensure all public housing programs comply with State and Federal Housing Laws, Limited English Proficiency, American Disabilities Act (ADA), Title VI of the Civil Rights Act (EEO), and Section 504 of the Rehabilitation Act of 1973; assists program managers in reviewing Federal and State laws, rules and regulations to determine their impact on the agency's procedures, and assists program managers in determining and developing operational procedural changes. This position reviews and investigates all programs and activities for any performance deficiencies, fraud, waste and mismanagement and recommends corrective action to the Executive Director.

#### **Minimum Requirement and Experience:**

Graduation from an accredited four (4) year college or university with a bachelor's degree in public administration, business administration, human resources or other related field of study.

#### **Specialized Experience:**

Comparable work experience may be substituted for educational requirement on a year for year basis. Four (4) years of progressively responsible experience which demonstrates ability as a manager of operational activities which include developing and implementing policies and procedures, experience in ADA, EEO and/or Section 504, review and evaluation of operations to obtain maximum effectiveness and efficiency, federally assisted housing programs, program planning, program budgeting, directing programs that provides staff advice and assistance to staff; giving technical advice and direction to management; experience in training employees and making oral presentations.

#### **Supervisory Experience:**

Two (2) years experience in supervising others in coordinating and assigning workloads, evaluating performance, assisting in difficult and problem areas, and performing timely accomplishment of work objectives.

### **HOUSING COMPLIANCE AND EVALUATION SPECIALIST**

**(\$48,744.00 - \$52,728.00)**

This position works with property managers, tenant associations, residents and a variety of constituent groups. This position serves not only Oahu but also the Neighboring Islands.

The incumbent is responsible for implementing and monitoring of programs and/or operational compliance, reviewing law and program changes relating to housing, assist property managers and staff in developing new or updating existing policies and procedures to implement new law and program changes; administering management assessment programs, coordination and provision of guidance for program implementation and investigation of public housing compliance with federal and state fair housing and civil rights rules and regulations.

#### **Minimum Qualification Requirements:**

**Education:** Graduation from an 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 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 position for which he/she is being considered; e.g. must possess the knowledge, skills and abilities.

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

**Required License:** Valid Hawaii Driver's License – Class 3 or equivalent.

**HOUSING CONTRACT SPECIALIST (Construction)**

**(\$45,576.00 - \$49,332.00)**

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.

**Minimum Qualification Requirements:**

Education: Graduation from a four year accredited college or university, 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 in procuring construction 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.

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

**HOUSING PLANNER**

**(\$43,296.00 - \$46,860.00)**

The Planning and Evaluation Office is responsible for the planning, evaluation and research activities for programs administered by the HPHA. The office compiles, reviews and analyzes statistical, demographic and market data to identify specific levels and types of housing needs within Hawaii; assesses current and future tenant populations; works with other government agencies, developers, and community groups to identify strategies and assess needs; develops legislative proposals and reports in support of the HPHA's plans and programs; processes changes to Hawaii Administrative Rules; and develops and maintains communication with Hawaii's congressional delegation and the state legislature.

The Housing Planner is responsible for performing program planning, development, research and analysis in support of HPHA's programs, including planning for HPHA legislative and rule making activities.

**Minimum Qualification Requirements:**

Education: Successful completion of a baccalaureate degree program from an accredited college or university, preferably in urban or regional planning, public administration, business administration or related fields. Degree in other fields may be accepted if combined with at least one year of excess work experience.

Experience: One year of progressively responsible and complex experience that required the application of research and analysis principles for the formulation of plans, programs, and policy recommendations. Experience must include the collection and evaluation of a variety of social, policy, economic, physical and/or environmental data in the development of community-based comprehensive plans; determination of community and organizational objectives; development of a comprehensive perspective on conditions in the area of concerns; creation of complex written reports and documents; identification of problems and opportunities.

The above positions are exempt non-civil service and are on continuous recruitment until filled. For more information about HPHA, visit our website at [www.hpha.hawaii.gov](http://www.hpha.hawaii.gov). HPHA is an equal employment opportunity employer. For consideration, please submit resume to:

**Hawaii Public Housing Authority  
Attn: Personnel Office  
PO Box 17907  
1002 N School Street  
Honolulu, HI 96817  
Email: [hphajobs@hawaii.gov](mailto:hphajobs@hawaii.gov)  
Or fax: 832-5979  
No phone calls please.**