

STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
3949 DIAMOND HEAD ROAD  
HONOLULU, HAWAII 96816-4495

NOTICE OF POSITION VACANCY  
STATE INTERNAL VACANCY ANNOUNCEMENT NO. 2022-04  
**JANUARY 18, 2022**

**LAST DAY TO SUBMIT APPLICATION FORMS: January 28, 2022**

**PURPOSE:** Fill a vacant State Civil Service position in the Department of Defense

**JOB TITLE:** Information Specialist II, SR18, BU13  
NTE: 12/31/2022  
Position No. 117817

**SALARY:** \$3,933.00 - \$5,823.00 per month

**LOCATION:** Hawaii Emergency Management Agency  
Diamond Head Crater, Oahu

**As a condition of employment with the State of Hawai'i, each qualified candidate who has been given a conditional offer of employment must show proof of full COVID-19 vaccination and shall be fully vaccinated by his/her/their employment start date. A reasonable accommodation will be provided if requested by a candidate and it is determined through an interactive process that pregnancy, a qualifying disability, or a sincerely held religious belief prevents the candidate from receiving a COVID-19 vaccination.**

**Please note that the COVID-19 Vaccination Requirement will apply to both new hires not currently employed by the State of Hawaii Executive Branch, as well as current State of Hawaii Executive Branch Employees who are being considered for placement into another State of Hawaii Executive Branch position.**

**REQUIREMENTS:** Applicants must: 1) be a State civil service member of the Department of Defense; 2) as of the last formal performance appraisal report have demonstrated satisfactory performance in his/her position; and 3) meet the minimum qualifications of this position (as of the last day to submit application forms).

**SUMMARY OF DUTIES:**

This class of works independently with preparing informational material of a moderately complex nature for dissemination to the general public through various media; and performs other duties as assigned.

This incumbent is responsible to serve as an assistant to the Public Information Officer to administer statewide public information and public relations program regarding the activities and plans of the Hawaii Emergency Management Agency (HIEMA).

## **MINIMUM QUALIFICATION REQUIREMENTS:**

### **Basic Education/Experience Requirements:**

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

Excess work experience as described under the Specialized Experience, or any other responsible administrative, professional or analytical work experience that provide knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted 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.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**General Experience:** One (1) year of professional work experience in information research and dissemination or public relations work which involved analyzing and gathering pertinent information and writing materials for presentations, publications or new releases using accepted rules of standard English grammar, syntax, sentence structure, punctuation, etc.; selection and utilizing various writing and other communication methods (e.g.; brochures, radio announcements, newspaper articles) and styles to best reach target audiences; editing and analyzing materials; and establishing and maintain effective relationships.

**Specialized Experience:** None

**Select Certification:** Valid Driver License, Type 3

### **Substitution Allowed:**

1. A bachelor's degree from an accredited four (4) year college or university in Journalism may be substituted for six (6) months of the General Experience.
2. Excess Specialized Experience may be substituted for General Experience on a year-for-year basis.

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.

The information provided above represents a summary of the complete Minimum Qualifications Requirements (MQRs). To view the MQRs in their entirety, please [CLICK HERE](#).

## HOW TO APPLY:

**Required Forms:** Form HRD 315A (Rev. 10/2013) – Competitive Internal Recruitment Application forms are available at the Department of Defense, State Human Resources Office (SHRO), 3949 Diamond Head Road, Room 117.

**Submittal:** Submit completed Form HRD 315A to the Department of Defense, State Human Resources Office (SHRO), 3949 Diamond Head Road, Room 117, Honolulu, Hawaii 96816-4495.

- Forms submitted in person must be received in the State Human Resources Office no later than 4:30 p.m. on the closing date.
- Forms faxed (808-369-2224) or emailed ([dod.hr@hawaii.gov](mailto:dod.hr@hawaii.gov)) must be received by midnight of the closing date.
- Forms mailed through the U.S. Postal Service must be postmarked by midnight of the closing date.

**Eligibility:** Applicants will be informed in writing of their employment eligibility.

## APPEAL PROCESS:

If you do not agree with the action taken on your application, you may file an Internal Complaint for an administrative review. Submit the Department of Defense Internal Complaint Form (CPR-30-771) to the DOD State Human Resources Office within seven (7) working days following the date of your eligibility notice. The form is available in the DOD State Human Resources Office

Initiating the appeal process shall not delay the referral of qualified internal, non-competitive or external, open competitive applicants, or cause the suspension or reversal of completed applicant selection and appointment.

## EQUAL EMPLOYMENT OPPORTUNITY:

The State of Hawaii is an equal opportunity Employer and complies with State and Federal laws relating to employment practices.

## POSTING REQUIREMENT:

In accordance with collective bargaining provisions, this notice must be posted on the Department's employee bulletin boards until the closing date of the announcement.

Posted by: \_\_\_\_\_ Date posted: \_\_\_\_\_ Date removed: \_\_\_\_\_