



Human Resources Specialist

Hawai'i Emergency Management Agency (HIEMA)
Department of Defense – Finance & Administration Branch
Location: O'ahu

The Hawai'i Emergency Management Agency (HIEMA) is seeking a knowledgeable and experienced Human Resources Specialist to serve as a subject matter expert in human resources management, supporting wildfire-related operations and overall agency workforce needs.

Position Summary

This position serves in the Finance and Administration (F&A) Branch, Human Resources Section, Hawai'i Emergency Management Agency (HIEMA), Department of Defense.

The F&A Branch provides administrative management, financial, procurement and contract administration, and human resources services to the Agency's Administrator and operational branches. The Human Resources Section oversees all personnel-related functions including recruitment, classification, compensation, employee relations, labor relations, performance management, training, personnel records management, occupational safety, and workers' compensation.

The Human Resources Specialist serves as a technical advisor to managers and supervisors on classification, recruitment, employee relations, and personnel policy matters. The position performs complex human resources functions, provides strategic consultation to leadership, and may participate in departmental human resources special projects and programs.

This position also serves as a State Emergency Response Team (SERT) and Emergency Response Team (ERT) member during emergencies and disasters.

Key Responsibilities

Recruitment

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- Provide advisory services to managers and supervisors throughout the recruitment, interview, and selection process, including difficult-to-fill positions
- Conduct analyses of hiring strategies and recommend solutions to recruitment challenges
- Assist in establishing interview panels and developing job-related, defensible selection instruments
- Screen applications for minimum qualifications for complex or technical classes
- Review selection and non-selection recommendations to ensure proper recruitment procedures
- Make recommendations to the Department of Defense State Human Resources Office
- Conduct suitability investigations, as necessary
- Draft responses to administrative reviews and internal complaints related to recruitment activities

Position Classification

- Advise managers, supervisors, and employees on classification and compensation matters
- Interpret standards, policies, and rules established by the Department of Human Resources Development (DHRD)
- Review and recommend establishment of new positions or changes to existing positions
- Conduct on-site desk audits; interview incumbents and supervisors to clarify duties
- Prepare classification analysis reports and documentation
- Draft or revise class specifications and minimum qualification requirements
- Assist in position establishment, reclassification, and reallocation during reorganizations
- Identify essential job functions in compliance with the Americans with Disabilities Amendments Act (ADAAA)
- Conduct periodic reviews to ensure position descriptions remain current and accurate

Administrative & Managerial Services

- Guide managers and supervisors in interpreting personnel laws, rules, regulations, and collective bargaining agreements
- Advise on performance standards and employee performance evaluations
- Draft and revise policies, procedures, and guidelines
- Ensure proper maintenance and confidentiality of personnel files and records
- Provide consultation on employee conduct, morale, communications, and performance matters
- Support employee assistance and safety programs
- Participate in agency planning meetings and HR training sessions
- Provide technical support for departmental human resources projects

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Organizational Analysis

- Advise managers on workforce planning, staffing, and organizational structure
- Review and evaluate organizational charts and functional statements for alignment and efficiency
- Recommend reorganizations where appropriate
- Serve operationally in the State Emergency Operations Center (SEOC), Joint Information Center, field offices, or command posts during emergencies and disasters
- Support SERT and ERT activation, which may require long hours, weekend work, short-notice deployment, and travel to neighbor islands

Other Duties

- Stay current on human resources trends and best practices
- Attend and provide training sessions, workshops, and seminars
- Compile, analyze, and present management reports on staffing, recruitment, classification, and compensation
- Assist and/or lead special projects as assigned

Supervision

Supervisor: Human Resources Manager

Work is performed under general supervision. The incumbent plans work activities, develops timelines and methodologies, and executes assignments independently after plan approval.

Recommendations are expected to be in final form. Work products may be reviewed for soundness of judgment, adequacy of justification, and effectiveness of presentation. Technical expertise in classification and recruitment is relied upon.

Required License

- Valid driver's license to operate a vehicle in the State of Hawai'i
- Must be able to travel independently during emergency activations
- Ability to obtain a security clearance may be required

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Recommended Qualifications

Knowledge

- State government personnel systems, occupations, and work processes
- State personnel rules, regulations, and collective bargaining agreements
- Hawaii Revised Statutes and Hawaii Administrative Rules
- Organizational structure and operational relationships among State agencies

Skills & Abilities

- Excellent written and verbal communication skills
- Ability to write clear, concise reports and recommendations
- Strong analytical and problem-solving skills
- Ability to logically analyze complex personnel issues and present findings effectively
- Skill in applying personnel management principles and techniques
- Proficiency in word processing, spreadsheets, databases, and management information systems
- Ability to establish and maintain effective working relationships internally and externally
- Strong customer service skills
- Ability to exercise judgment, tact, and discretion
- Ability to work effectively with diverse populations
- Ability to meet deadlines and work under pressure

Education

- Graduation from an accredited four (4) year college or university with a bachelor's degree preferred
- Experience may be substituted for education on a year-for-year basis

Experience

- Three and one-half (3½) years of professional experience in human resources management functions such as recruitment, classification, compensation, employee relations, labor relations, employee development, or human resources program development

Tools & Equipment

- Computer systems, calculator, copying machine, and standard office equipment
- Proficiency with Microsoft Office Suite, Google Drive, and related software applications

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Working Conditions

- Work may occur in the State Emergency Operations Center (SEOC).
- The State Emergency Operations Center (EOC) may be activated during disasters or emergencies. During activation, the EOC operates on a 24-hour work schedule and work conditions may be highly stressful.
- Must be able and willing to work shift assignments, overtime with little advance notice, and extended or long work hours when required, including nights, weekends, and holidays.
- Must be able to travel to disaster-affected areas on neighbor islands for multiple consecutive days.
- Ability to perform effectively in fast-paced, high-pressure emergency environments is essential.

Join the Hawai'i Emergency Management Agency and be part of a dedicated team committed to building a ready and resilient Hawai'i through preparedness, coordination, and all-hazards emergency management.

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