



# Departmental Vacancy Announcement

## DEPARTMENT OF THE ATTORNEY GENERAL

### DEPUTY ATTORNEY GENERAL

Position No. 100106

Division with the Vacancy:  
**Health & Human Services Division**

**Opening Date: Monday, October 3, 2016**

**Last Day to File Applications: Wednesday, October 12, 2016\***

\*Applications and supplemental materials must be postmarked by midnight of the last day to meet filing deadline.

#### **Summary of Duties:**

The Health & Human Services Division provides legal advice to the Department of Human Services and the Department of Health, and represents those agencies in administrative hearings and some civil actions, including actions in state and federal courts and appeals (both administrative appeals and those to state and federal appellate courts).

The purpose of this position is to perform these functions primarily for the MedQUEST Division (MQD) of the Department of Human Services. This deputy will perform legal research and analysis on legal issues; advise the client in writing, in person, or via telephone as appropriate; review RFPs and contracts with providers, vendors, and consultants; review proposed legislation and administrative rules; review legislation and monitor bills during the legislative process; meet with the client and outside parties as needed on legal issues affecting MQD; represent MQD in administrative hearings as appropriate; and handle appeals to circuit court and appellate courts.

#### **Minimum Requirements:**

- **Education/Experience:** Law school graduate.
- **Knowledge/Ability:** Knowledge of applicable State and Federal laws, rules, regulations and computer applications/software. Awareness of both Federal District and State Court of Rules of civil and criminal procedure, including Local Rules of Federal District Court and State Circuit Court Rules.

Ability to perform legal research, analyze, manage, produce and organize documents as needed, understand and apply administrative rules and court rules; give and receive oral and written instructions; use computer. Appropriate and current legal writing skills, including the ability to write logically and persuasively. Ability to set personal and professional example; leadership, supervisory or administrative ability or knowledge; strong organizational skills; good communication skills.

- **License/Certificate:** Active Hawaii State Bar License to practice law in all courts of the State of Hawaii and the United States District Court for the District of Hawaii.

**How to Apply:**

Persons interested in this position may contact:

Heidi Rian, Supervising Deputy Attorney General  
Health & Human Services Division at 587-3050  
and/or send their resume by email to Heidi.M.Rian@hawaii.gov

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The information you provide will be used to determine whether you meet public employment requirements and the minimum qualification requirements in the Class Specifications. As required by Federal and/or State laws, we do not discriminate on the basis of age, sex (including gender identity or expression), religion, race, color, ancestry, national origin, disability, marital status, veteran's status, sexual orientation, arrest and court record, citizenship, genetic information or any other protected characteristic. The State of Hawaii is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.

**Physical/Mental Requirements:** Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

**Reasonable Accommodation:** Qualified applicants with special needs who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship. Call 586-1236 for more information.

**Criminal History Background Check:** Individuals who are recommended for hire are required to undergo a criminal history record clearance and other checks, as applicable.

**Internal Complaint:** Applicants will be notified of their status. Applicants who do not agree with a decision or action taken by the State Department of the Attorney General Human Resources Office may file an Internal Complaint with the Department of the Attorney General. Information about the Internal Complaint Procedure (ICP) and required form can be found on the ATG intranet.

If you have any questions, please contact our office at (808) 586-1236 for further information.