



**HAWAI'I STATE JUDICIARY
NOTICE OF EXEMPT EMPLOYMENT OPPORTUNITY**

**RESEARCH ANALYST,
CENTER FOR ALTERNATIVE DISPUTE RESOLUTION**

ORGANIZATION OVERVIEW

The focus of the Center for Alternative Dispute Resolution is to promote the effective, timely and voluntary resolution of disputes through alternative dispute resolution processes. These processes provide opportunities for early, party-driven, efficient, and fair conflict resolution or voluntary resolution of disputes.

This position is located in the Office of the Administrative Director of the Courts, Intergovernmental & Community Relations Department (ICRD), Center for Alternative Dispute Resolution (CADR).

SALARY AND BENEFITS:

The starting salary is \$5,713 monthly / \$68,556 annually.

(Effective July 1, 2024, there will be a salary increase to \$5,918 monthly / \$71,016 annually)

Exempt (non-civil service) employees are eligible for a range of benefits, including, but not limited to, the following:

- up to 13 paid holidays each year
- up to 21 vacation leave days per year
- up to 21 sick leave days per year
- Reasonable time off with pay for jury duty, bereavement leave, and certain military duty
- Membership in the state retirement system
- Employer/Employee shared premium contributions for enrollment in the state sponsored health coverage
- Free life insurance policy for employees
- Deferred compensation supplemental retirement savings plan

HOW TO APPLY:

Applicants are required to submit the following: 1) Cover Letter, and 2) Resume.

Application packets may be emailed to: Annemarie.Q.Smoke@courts.hawaii.gov

Or mailed to:
Attention: Administration
Center for Alternative Dispute Resolution
417 South King St., Room 207
Honolulu, HI 96813

To expedite the hiring process, only qualified candidates that are short-listed will be selected for an interview.

If you have any questions, please call the CADR General Line at (808) 539-4237.

Recruitment will be conducted until the position is filled.

SUMMARY OF MAJOR DUTIES AND RESPONSIBILITIES:

Depending on the Research Analyst's experience, ability, demonstrated initiative, and willingness to learn new areas, the Research Analyst will assist on or oversee multiple projects for alternative dispute resolution ("ADR"). These projects and programs can include, but are not limited to:

- Research and analysis for overall project and program planning, development, management, and administration of ADR services.
- Identifies, analyzes and prepares abstracts of professional dispute resolution literature for inclusion in Center newsletters, reports and information dissemination activities.
- Conducts case-specific research and analysis in preparation for mediations or facilitations conducted by the Center.
- CADR's budget and contracts, including administration of and monitoring performance for CADR's annual contracts for statewide mediation and dispute resolution services.
- Legislative efforts, including tracking bills and resolutions, coordinating CADR's response to legislative inquiries, and drafting testimony.
- Establish and maintain working relationships with other ADR organizations.
- ADR training including designing, coordinating and conducting trainings, educational workshops and meetings related to Center objectives.
- ADR services performed by CADR, such as appellate mediations.
- Producing CADR publications such as pamphlets, reports, and educational material.
- CADR's internal intranet and public internet websites.
- CADR's public facing communications.
- Other duties and functions as assigned by the Director.

REQUIRED QUALIFICATIONS:

- Effective oral and written communication skills.
- Ability to collect and analyze data and prepare clear, concise, written reports.
- Ability to work cooperatively and independently.
- Ability to maintain confidentiality and protect sensitive information.

DESIRED QUALIFICATIONS:

- AA or BA from an accredited college or university.
- Experience in the ADR field (formal or informal).
- Experience with government contracts.
- Work experience in research, writing, planning, and implementing research projects.
- Proficiency in Microsoft applications, including Word, Excel, PowerPoint, Publisher, and Outlook, and web-based applications such as Zoom or WebEx.

CONTROLS OVER THE POSITION:

The Research Analyst will be under the general supervision of Position Number 58841, Center for Alternative Dispute Resolution Director, EM03.

SPECIAL REQUIREMENTS OF THE JOB:

The incumbent in this position may be required to work a variable work schedule, and occasional work beyond a normal work schedule including evenings, days off, and holidays. Occasional travel to the neighbor islands may be required.

CITIZENSHIP/RESIDENCY REQUIREMENTS:

Applicants must be citizens, lawful permanent residents (resident aliens) or nationals of the United States, or non-citizens with unrestricted employment authorization from the U.S. Citizenship and Immigration Services, U.S. Department of Homeland Security.

All applicants shall become residents of the State within thirty (30) days after beginning their employment and as a condition of eligibility for continued employment.

TYPE OF APPOINTMENT:

The selected candidate will serve in an exempt (non-civil service) at-will appointment which is excluded from the requirements of selection by merit competition and from civil service status. Exempt (non-civil service) appointments are considered at-will, which means that the hiring authority may terminate the employment relationship at any time.

CONDITIONS OF EMPLOYMENT:

The appointment of the selected candidate will be contingent upon a background check and other pre-employment clearances.

THE HAWAI`I STATE JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER