



## Departmental COVID-19 Contact Tracing Specialist (SR-20)

The Board of Water Supply is recruiting for a Departmental COVID-19 Contact Tracing Specialist. This position assists the COVID Officers with monitoring ongoing positive and close contact cases. Duties include collecting information via interviews; consolidating, tracking and responding as appropriate, to the information collected; maintaining departmental COVID tracking logs and files; addressing COVID related questions from employees and supervisors; and consulting with the COVID Officers as needed.

### The ideal candidate must possess:

Ability to analyze information and make recommendations to upper-level managers. Determines workplace impacts and makes recommendations of further action to COVID Officers. Determines the full extent of COVID-19 incidents and recommends BWS level implementation/protocol.

Ability to collect appropriate information when presented with a COVID incident. Places all relevant information in a database/record. Prepares statistics, reports, memoranda, policies, guidelines for issuance and enforcement by upper-level managers.

Ability to monitor and reviews changes in print/collateral media related to COVID-19 to ensure the accuracy of BWS information. Provides initial review and analysis of COVID guideline changes from City.

**Minimum Qualification Requirements for the Class** include a combination of education and experience substantially equivalent to graduation from an accredited four-year college or university with a bachelor's degree in business or public administration or a related field and two years of professional work experience in budget administration, personnel management, or management analysis.

20 Hours per Week  
Hourly Pay: \$24.53

We invite you to be part of the Honolulu Board of Water Supply team, providing residents with safe and dependable water service at a reasonable cost.

To apply: Submit your resume with detailed professional work experience and computer skills to [bwshr@hbws.org](mailto:bwshr@hbws.org).

*Our vision is Ka Wai Ola – Water for Life!*

At the time of application, you must be a citizen, national, or permanent resident alien of the United States or a non-citizen eligible under Federal law for unrestricted employment. The City and County of Honolulu is an Equal Opportunity Employer