

LEGISLATIVE REFERENCE BUREAU

LRB SYSTEMS OFFICE

(Software Developer)

Organization; Legislative Reference Bureau - Systems Office

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About Us:

The Legislative Reference Bureau (LRB) is a nonpartisan legislative agency that provides research, analysis, and technical support to legislators and staff. We are dedicated to producing high-quality, objective work that informs the lawmaking process and facilitates legislative engagement. The LRB consists of five separate divisions: The Research Division, Revisor of Statutes Division, Public Access Room, LRB Library, and the LRB Systems Office. Information about each LRB Division may be found on our website at <https://lrh.hawaii.gov/>.

Position Summary:

The LRB Systems Office is seeking a Software Developer (full-time, permanent) to help us design, build, and maintain tools that support legislative research, data collection and analysis, and access to information. In this role, the Software Developer will collaborate closely with management, analysts, researchers, and other technical staff to ensure data integrity, improve workflows, and innovate technology solutions that make legislative information more accessible and useful to other LRB staff and our legislative clients. The position will require interaction with members of the legislative chambers, legislative staff, other government agency staff, vendors, and members of the public.

Reports to:

LRB Director; First Assistant Director, Assistant Director for Operations

Essential Duties:

- Developing and maintaining internal applications and databases that support legislative research and reporting;
- Designing tools for managing, analyzing, and presenting legislative and policy data;
- Automate recurring research and publication tasks to improve efficiency;
- Ensuring code quality, maintainability, and documentation of projects;

- Providing technical troubleshooting, support, and training to LRB staff on software systems;
- Managing data security, integrity, and compliance with office policies;
- Coordinating data management and software applications with applicable House and Senate IT departments;
- Helping monitor systems and responding to basic security alerts to support the LRB's efforts in keeping information safe; and
- Preparing other assignments as directed by the LRB Director or the Assistant Director for Operations, or their designee.

Required Qualifications:

A successful candidate for this position must have:

- Bachelor's degree in Computer Science, Information Systems, or a related field, or equivalent practical experience;
- Proficiency in at least one high-level programming language; (e.g., C#, asp.net, HTML, Javascript, Visual Basic, CSS, Python)
- Proficiency with Microsoft and various MS applications
- Working knowledge of Microsoft Azure;
- Experience with relational databases;
- Familiarity with generative AI applications;
- Strong problem-solving skills and ability to work independently or as part of a team;
- Excellent communication skills and ability to explain technical issues to non-technical staff;
- Ability to prepare high quality work under time-sensitive circumstances;
- Ability to maintain confidentiality of legislative interactions and work product, and maintain objectivity in work and remain free of bias;
- Demonstrated ability to be reliable, punctual, responsible, and to exercise good judgment; and
- Availability to work flexible hours during legislative sessions (approximately January through May), with occasional work on nights, weekends, and holidays to support LRB agency needs.

Preferred Qualifications:

- 2-4 years of programming experience;
- Background in natural language processing, text analysis, or working with large datasets;
- Knowledge of legislative processes, public policy research, or legal information systems;
- Familiarity with open data platforms and APIs;
- Ability to lift supplies and equipment up to 25lbs.

Compensation & Benefits Include:

- Salary commensurate with experience; range \$70,000 to \$88,000 yearly;
- Annual paid vacation and sick leave;
- Thirteen (13) paid holidays each year;
- Hawaii EUTF medical insurance benefits;
- Hawaii Employees' Retirement System retirement benefits;
- Opportunities for professional development and training; and
- Supportive, mission-driven work environment where your skills directly support the legislative process.

While this position is considered to be a full-time, permanent employee, the position is exempt from the civil service and considered "at will" in nature. Therefore, if you are appointed to the position, you may be discharged from your employment at the prerogative of your department head or designee at any time for cause, which includes failure to meet performance or other standards and/or lack of funding for the position.

How to Apply:

Please send a cover letter, resume, three references, and sample of relevant work product to: lrbill1@capitol.hawaii.gov.

Applications will be reviewed on a rolling basis until the position is filled.