

JAY I. ISHIBASHI

EXPERIENCE:

PROGRAM SPECIALIST V **February 2017 to Present**
State of Hawaii Department of Labor and Industrial Relations
Develops policies, procedures and guidelines to facilitate effective
administration and implementation of funded workforce projects
Develops formulas and procedures for allocation of program funds based on
advisory board recommendations
Establishes performance outcome measures and standards
Reviews projects to ensure compliance with federal and state laws, regulations,
policies and procedures
Monitors legislation, drafts testimony for Workforce Development Division

EMPLOYEE REPRESENTATIVE **February 2011 – January 2017**
Hawaii Government Employees Association
Served as resource person to members – addressing inquiries and concerns
regarding contract provisions, jurisdictional policies and procedures
Conducted investigations and analyzed information in dispute resolution
Advocated for members accused of adverse actions
Organized statewide Island Division informational meetings for members
Planned and coordinated the Union Convention/Assembly
Monitored legislation, drafted testimony, and testified at the State Legislature
Reviewed and prepared Chapter budget, monitored expenditures
Advised the Chapter Board on fiscal, organizational and procedural matters
Coordinated political action activities

EXECUTIVE ASSISTANT TO THE MAYOR
January 2005 – October 2010

City and County of Honolulu
Advised the Mayor on citywide issues
Served as the liaison between the Mayor's Office and the city departments
Staffed and represented the Mayor at various events and meetings
Coordinated Executive Branch boards and commissions
Addressed public inquiries and concerns
Maintained relations with community organizations and unions
Coordinated City and County of Honolulu community and charitable projects
Represented the City and County of Honolulu on various non profit boards
Monitored legislation at the State Legislature and City Council

BUDGET ANALYST **November 2002 – December 2004**
State of Hawaii – Senate Ways and Means
Analyzed departmental budget requests to the State's Executive Budget
Conducted appraisals and comparisons of various public programs

Conducted personnel assessments, and on-site inspections of program facilities
Provided recommendations based on pertinent budget policy and existing law
Reviewed and analyzed functional plans and state planning documents
Reviewed and tracked legislation for viability and compliance with the Hawaii Revised Statutes and the Hawaii Administrative Rules

SENIOR EXECUTIVE AIDE April 1999 - September 2002

State of Hawaii - Office of the Lieutenant Governor

Staffed and represented the Lieutenant Governor at various events
Advised the Lieutenant Governor on state policy issues
Maintained relations with community organizations
Addressed constituent inquiries and concerns
Drafted, reviewed and edited speeches
Drafted and tracked legislation
Managed Staff Executive Aides
Recruited and hired staff

CONTRACT SPECIALIST August 1994 - April 1999

State of Hawaii - Department of Human Services -Med-QUEST Division

Served as liaison between the State of Hawaii and contracted health plans
Monitored health plans to assure compliance with contract provisions
Monitored and evaluated health plans' performance
Developed and evaluated Request for Proposals for new contract periods
Recommended modifications to contracts
Conducted community presentations regarding QUEST eligibility
Monitored legislation affecting the program
Coordinated responses to legislative inquiries

PLANNER IV/OPERATIONS MANAGER January 1990 - July 1994

State of Hawaii - Department of Health - State Health Insurance Program

Served as the public relations and media officer
Developed and implemented marketing strategies
Developed print collateral and audio/visual media
Published quarterly newsletter
Monitored all state and federal legislation affecting the program
Prepared testimony and supporting data for the legislature
Assisted in the development of the program's planning documents
Collected and abstracted baseline reports and statistical information
Developed procedures for conducting and managing case review
Monitored cases for quality
Recommended policy and procedural changes for the program
Managed member services staff
Developed staffing requirements (recruited, hired and trained)