



OAHU REGION
HAWAII HEALTH SYSTEMS CORPORATION

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: June 24, 2024
JOB TITLE: HUMAN RESOURCES SPECIALIST IV (Permanent)
RECRUITMENT NO: OR 12-24
JOB LOCATION: LEAHI HOSPITAL, KAIMUKI, WAIALAE/KAHALA, OAHU*
SALARY RANGE: \$5,258.00 per month (SR-22) (*Effective 07/01/2024*)

***This position serves both Leahi Hospital and Maluhia, HHSC-Oahu Region.**

DUTIES: The primary duties of this position are to provide recruitment and selection, human resources administration services, labor relations, employee management relations, employee development, and pay administration. Maintains HR records of all employees. Prepares monthly employee count listing vacancies and total number of employees. Compiles data for various questionnaires and reports. Provides HR services and information to supervisors, employees, and the general public. Interpret State of Hawaii HR rules and regulations. Supervises staff and performs other duties as assigned.

MINIMUM QUALIFICATION:

Education/Experience Requirement: Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under the Specialized Experience below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

At least one (1) year of the experience must have been comparable to the next lower level in the State service.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Specialized Experience: Two and one-half (2-1/2) years of professional work experience in one or any combination of human resources functions; i.e., recruitment, placement, examination, position classification, pay or wage administration, employee management relations and services, employee development, personnel program development and services, labor relations, and personnel research.

Such experience must show ability to deal satisfactorily with fellow workers and/or operating personnel, to recognize problems in the operation of a human resources program, and to suggest practical solutions, and otherwise to accept responsibility in the field of human resources administration. Clerical or technical experience in a human resources program involving work which is limited to the application of human resources rules, regulations and procedures in support of the human resources functions described above is not qualifying.

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ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF TEN (10) CALENDAR DAYS

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QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek. **Note:** We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: Applicants must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation 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.

MEDICAL/PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be contingent on successfully passing a pre-employment physical examination, which includes drug screen and other regulatory medical requirements such as, but not limited to, two-step tuberculosis (TB) screen. The cost for physical examinations, except the cost for drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at the **Hawaii Health Systems Corporation (e.g.);** Leahi Hospital Human Resources Office, 2nd Floor 3675 Kilauea Avenue, Honolulu, HI 96816. You can call (808) 733-8070, (Voice/TT), Toll Free (800) 845-6733, e-mail: oahujobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: 8:00am to 3:30pm at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with "Continuous Recruitment until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. The specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. Any additional information you want to submit to substantiate your request. If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted. Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection. If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.

Substitutions Allowed:**Substitution of Education for Experience:**

1. Possession of a bachelor's degree from an accredited college or university with a minimum of fifteen (15) semester credit hours of course work in human resources administration, human resources and industrial relations or human resources management covering the recruitment and selection process; job evaluation; performance appraisal; employee training and safety; personnel compensation and benefits administration; staffing process; organizational development; labor laws and/or labor relations may be substituted for six (6) months of specialized experience.
2. Possession of a master's degree from an accredited college or university in human resources administration, human resources and industrial relations or human resources management may be substituted for one (1) year of the specialized experience.
3. Possession of a Ph.D. degree from an accredited college or university in one of the fields described above may be substituted for two (2) years of the specialized experience.

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