



WEST KAUI MEDICAL CENTER – MAHELONA MEDICAL CENTER
KAUI VETERANS MEMORIAL HOSPITAL SAMUEL MAHELONA MEMORIAL HOSPITAL
HUMAN RESOURCES KAUI REGION P. O. BOX 337 WAIMEA, HI 96796

02/24/09

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 02/24/09
JOB TITLE: PMS V, WORKERS' COMPENSATION/LABOR RELATIONS OFFICER
RECRUITMENT NO.: KAUI 005-09 (Permanent, Full Time)
JOB LOCATION: KAUI VETERANS MEMORIAL HOSPITAL, Waimea, Kauai, Hawaii
SALARY RANGE: \$5202 per month (SR24H, BU73)

Job Duties: Responsible for developing and administering a comprehensive Workers' Compensation Claims management program, including the Return to Work Priority Placement Program for the Kauai Region. This includes focusing on correlating the needs of the employees to the work environment. Program requires assessments and coordination of the employee's health care services from the onset of a work-related injury/illness to the employee's safe return to work or optimal alternative. This program will utilize the assessment, plan, implement, and evaluate components of returning an employee back to work. Position is also responsible for performing specialized work involved with Labor Relations issues and transactions, including grievances; Civil Rights transactions; Equal Employment Opportunity Commission (EEOC) and Hawaii Civil Rights Commission (HCRC) complaints; investigations and coordinating consultation issues that may arise involving employee organizations (i.e. HGEA and UPW) for the Kauai Region and other duties as assigned. Position requires travel on a regular basis to and from facilities within the region.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university. Progressively responsible experience in administrative, professional, supervisory, technical or other field or management, education, training, and/or personnel administration may be substituted for the Bachelor's Degree on a year for year basis.

EXPERIENCE

Specialized Experience: Three and one-half (3 ½) years of specialized experience in any one or any combination of the following: recruitment, placement, position classification, pay or wage administration, employee management relations, and personnel research. At least one (1) year of experience must have been comparable to the fully independent worker or journeyman level in the State service.

Supervisory Experience: Must show possession of supervisory aptitude. Supervisory aptitude is the demonstration of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory and/or administrative capabilities exist; by completion of training assignments; or by favorable appraisals by a supervisor indicating the possession of managerial skills.

KNOWLEDGE AND ABILITIES REQUIRED:

Knowledge of: Working knowledge of and ability to interpret public personnel administration policies, practices and techniques; a comprehensive knowledge of the operations, policies, legal requirements and techniques of the personnel program of the Hawaii Health Systems Corporation;

Ability to: apply sound administrative principles and techniques; analyze, evaluate and draw sound conclusions from available data; present facts clearly, both orally and in writing, exercise judgment, tact and discretion in analyzing and explaining policies and procedures; establish and maintain effective working relationships with facility officials, employees and the general public. Ability to supervise/manage employees. Ability to use software programs such as Word, Excel, Power Point, Access and Outlook.

KVMH • P. O. Box 337. • WAIMEA, HAWAII 96796 • PHONE: (808) 338-9431 • FAX: (808) 338-9420

MAHELONA • 4800 KAWAIHAU RD. • KAPAA, HAWAII 96746 • PHONE: (808) 822-4961 • FAX: (808) 822-5781

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: You 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 will be required to become a Hawaii resident within a reasonable time from hire.

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.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

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 **Kauai Veterans Memorial Hospital**; Human Resources Office, 4643 Waimea Canyon Dr.; Waimea, HI 96796 and at Samuel Mahelona Memorial Hospital, Human Resources Office, 4800 Kawaihau Rd, Kapaa, HI 96746. You can call (808) 338-9426, e-mail: kauaijobs@hhsc.org or visit our website at www.kvmh.hhsc.org. Application hours are: M-F 7:30 a.m. to 4:00 p.m., excluding holidays, 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.