



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

Amended 10/01/2005

**VACANCY ANNOUNCEMENT**  
**CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET**

**DATE POSTED:** 01/01/2005 (Amended)  
**JOB TITLE:** MEDICAL TECHNOLOGIST III  
**RECRUITMENT NO.:** KAUAI 026-03 (Permanent: Full-Time)  
**JOB LOCATION:** KAUAI VETERANS MEMORIAL HOSPITAL, Waimea, Kauai, Hawaii  
**SALARY RANGE:** \$4112

**FUNCTION:**

Performs laboratory testing in such fields as bacteriology, chemistry, cytology, hematology, histopathology, mycology, parasitology, serology, virology, and blood work and transfusion service operations in a hospital or other laboratory setting. Performs the full range of laboratory tests including technical responsibility for the particular area or areas of laboratory services assigned. Work is performed under the general supervision of a higher level technologist and may include supervision over lower level technologist, laboratory helpers or other assistants. Position subject to shifts, including weekends and holidays.

**MINIMUM QUALIFICATION REQUIREMENTS:**

To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experience are credited based on a 40-hour workweek.

**EXPERIENCE REQUIREMENT:** One (1) year of experience as a Professional Medical Technologist, which involved a variety of Laboratory procedures and tests on samples of body fluids, tissues and other materials to assist in the detection, diagnosis and treatment of diseases. The experience must have been comparable to work performed in the next lower Medical Technologist level in State service.

**SUBSTITUTION:** A master's degree in medical technology from an accredited university may be substituted for one (1) year of the required experience.

**LICENSE REQUIREMENT:** A current Clinical Laboratory Technologist's License issued by the Department of Health, State of Hawaii.

**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.

---

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

**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](mailto:kauaijobs@hhsc.org) or visit our website at [www.kvmh.hhsc.org](http://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.