

VACANCY ANNOUNCEMENT

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 12/10/09
JOB TITLE: ADMITTING CLERK I
RECRUITMENT NO.: HMC 195-09
STATUS: PERMANENT/FULL TIME
JOB LOCATION/DEPT.: HILO MEDICAL CENTER, ADMITTING
SALARY: \$2,297 PER MONTH SR-10, BU:03
(Salary includes SHORTAGE DIFFERENTIAL of \$100)

Per the collective bargaining agreement as negotiated with HGEA, the salary amount will be 5% less than the posted salary schedule rate as of September 30, 2009.

JOB DUTIES: RECEIVES INCOMING PATIENTS FOR HOSPITALIZATION; INTERVIEWS PATIENTS OR ACCOMPANYING PARTIES TO OBTAIN DATA REQUIRED FOR ADMISSION; TYPES AND MAINTAINS FILES OF ADMITTANCE AND RELATED RECORDS; ASSIGNS PATIENTS TO ROOMS OR WARDS; AND PERFORMS OTHER DUTIES AS REQUIRED. **MUST BE AVAILABLE TO WORK SHIFTS AS NECESSARY BASED ON HOSPITAL OPERATIONS; SERVICES ARE PROVIDED 24/7.**

MINIMUM QUALIFICATIONS: To qualify, you must meet **all** of the following requirements. Please note that unless specifically indicated, the required education and experiences may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.

GENERAL CLERICAL EXPERIENCE: Two (2) years of responsible typing, stenographic, substantive clerical work, or any combination of these experiences which duties demonstrated knowledge of English grammar, spelling, arithmetic, common office appliances and equipment; and the ability to read and understand oral and written instructions, carry out procedures in the clerical work systems, speak and write simply and directly, observe differences in copy and proofread words and numbers quickly and accurately, and operate various kinds of office equipment; and ability to deal effectively with others in eliciting information and providing service.

KNOWLEDGE OF: Office practices and procedures; grammar, spelling, punctuation and work usage; use of standard office machines; techniques of interviewing others to obtain pertinent information.

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ADMITTING CLERK I

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ABILITY TO: Make arithmetic computations; compare names and numbers rapidly and accurately; type at the rate of 40 net words per minute; operate a telephone switchboard, teleprocessing terminal, and inter-communication system; file materials numerically and alphabetically; follow oral and written instructions; deal tactfully and effectively with the public; work harmoniously with others; understand, explain and apply policies, procedures, rules and regulations pertinent to admission of patients to hospitalization or medical care; keep matters confidential; interview others to obtain pertinent admissions information.

SUBSTITUTION OF EDUCATION FOR GENERAL EXPERIENCE:

1. Graduation from high school with courses in basic English and Arithmetic may be substituted for six (6) months of experience.
2. Successful completion of a substantially full-time equivalent clerical or stenographic curriculum leading to a degree or diploma at an accredited community college; or at a business or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines may be substituted for maximum of one (1) year of experience provided the duration of the training was for a year or more.
3. Successful completion of a substantially full-time equivalent clerical or stenographic curriculum leading to a degree, diploma, or a certificate of achievement at an accredited community college, business or technical school which was for a period of less than one (1) year will be substituted for experience on a month-to-month basis provided the training included courses in basic English, arithmetic, general clerical procedures, and office machines.
4. Partial Completion of Clerical Training
 - a. Completion of half a school year of substantially full-time clerical curriculum at an accredited community college, or business and/or technical school which included course in basic English, arithmetic, general clerical procedures, and office machines, may be substituted for six (6) months of experience.
 - b. Completion of one (1) school year (of a program of more than one year in length) of a substantially full-time clerical curriculum at an accredited community college, or business and/or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines, may be substituted for one (1) year of experience.
5. Education in an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for experience on the basis of fifteen (15) semester hours for six months of experience, up to a maximum of two (2) years.

REQUIRED FORMS AND DOCUMENTATION: Applicants must submit **at the time of application, the Supplement for Clerical Positions, Self-Certification Statement and evidence of the appropriate training** (e.g., official transcript or diploma) in order to be given credit for education. A legible photocopy will be accepted; however, Hilo Medical Center reserves the right to request for an official copy.

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, HAWAII HEALTH SYSTEMS CORPORATION AT (808) 733-4162 (VOICE/TDD) TO DISCUSS SPECIAL NEEDS IN APPLYING. AN EQUAL OPPORTUNITY EMPLOYER. UNLESS OTHERWISE INDICATED, ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF TEN (10) CALENDAR DAYS.

NAME: _____

SUPPLEMENT TO THE APPLICATION FOR CLERICAL POSITIONS

Indicate your typewriter preferences: Electric _____ Manual _____

INSTRUCTIONS: Under each category, please check off those courses which you completed and list any other courses that are pertinent to the position for which you are applying.

High School

_____	<u>Subject</u>
_____	English
_____	Arithmetic or Math
_____	Typing
_____	Shorthand
_____	_____
_____	_____

Business/Technical School or Community College

_____	<u>Subject</u>	<u>Credits</u>	<u>Degree or Certificate Received & Major</u>
_____	English	_____	_____
_____	Math	_____	_____
_____	Typing	_____	_____
_____	Shorthand	_____	_____
_____	Office Procedures	_____	<u>Total Number of Credits Completed</u>
_____	General Office Procedures	_____	_____
_____	Office Machines	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

University

_____	<u>Subject</u>	<u>Credits</u>	<u>Degree Received and Major</u>
_____	English	_____	_____
_____	Math	_____	_____
_____	Typing	_____	_____
_____	Shorthand	_____	<u>Total Number of Credits Completed</u>
_____	_____	_____	_____
_____	_____	_____	_____

Others

In this section, list any other training not covered above. List the school or program where the training was administered, the contents of the training and the length of the program.

SAMPLE:

<u>School of Program</u>	<u>Courses Covered</u>	<u>Length of Training</u>
MDTA	English, arithmetic, office practices Typing, telephone courtesy	total of 520 hours from 3/96 to 8/96

I certify that all statements made on this supplemental form are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission whenever discovered, is grounds for the denial of or immediate separation from employment.

Signature: _____

Date: _____

SELF-CERTIFICATION STATEMENT

Certain positions filled from the written examination may require applicants to possess the capability to perform a range of typing and/or stenographic tasks. To qualify for these positions, you must be able to: 1) type straight copy at 40 net words per minute; and/or 2) take shorthand at a rate of 80 words per minute and make accurate transcriptions. If you meet the requirements, complete this form and sign and date the self-certification statement below.

My typing speed is _____ net words per minute:

I take dictation at the rate of _____ words per minute.

I acquired the above skills through:

attendance at _____
School

employment with _____
Employer

training _____
Program

Self-certification by Applicant: I hereby certify that I have thoroughly read the requirements above and presently meet these requirements. I understand that my typing proficiency may be evaluated by the appointing authority.

Signature: _____ Date: _____

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.

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.

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HOW TO APPLY: Applications are available at the **HILO MEDICAL CENTER**, Human Resources Office, 1190 Waiianuenue Avenue, Hilo, HI 96720. You can call (808) 974-6837 (Voice/TT), Toll Free (800) 845-6733, e-mail: hmcrecruit@hhsc.org or visit our website at www.hhsc.org. **Application hours are: 9:00 am – 2:00 pm** 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.

(2/1/07)