

Amended 1/19/2010: Job Duties

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

**DATE POSTED:** 12/02/09  
**JOB TITLE:** ADMINISTRATIVE SERVICES OFFICER II (STATE VETERANS' HOME LIAISON OFFICER)  
**RECRUITMENT NO.:** HMC 193-09 PERMANENT/FULL-TIME  
**JOB LOCATION:** HILO MEDICAL CENTER, ADMINISTRATION  
**SALARY:** \$NEGOTIABLE, EM-03, BU:35

**JOB DUTIES:** PERFORM A VARIETY OF ADMINISTRATIVE SERVICES RELATED TO BUDGETS, CONTRACTS, FACILITY MANAGEMENT, DELIVERY OF HEALTH CARE, AND COMPLIANCE WITH LAWS AND REGULATIONS. PROMOTE INTERCHANGE OF INFORMATION AND COORDINATE ACTIVITIES BETWEEN THE STATE VETERANS HOME AND HAWAII HEALTH SYSTEMS CORPORATION/HILO MEDICAL CENTER. ESTABLISH AND MAINTAIN LIAISON DUTIES WITH OTHER USDVA FACILITIES AND HEALTH CARE PROVIDERS. PERFORM OTHER RELATED DUTIES AS REQUIRED.

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

**EDUCATION:** Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described below in the specialized experience section or any other responsible administrative or professional work experience which provided knowledge, skills, and abilities comparable to those acquired in four years of successful study while completing a university or college curriculum may be substituted for education 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. Evidence of the appropriate training (e.g. official transcript of diploma) should be submitted with the application to be given credit for education. A legible photocopy will be accepted. However, Hilo Medical Center reserves the right to request an official copy.

**SPECIALIZED EXPERIENCE:** Four (4) years of professional work experience which demonstrated responsibility for planning and coordinating program activities and solving operational problems involving administrative processes and the relationship between programs. Such experience must have demonstrated administrative abilities by completion of assignments or projects which involved administrative problems (i.e., conducting studies and analyses of programs, projects and services to assess effectiveness, adherence to program directives and achievement of goals and objectives, resource needs, cost and benefit factors, and other essential management concerns and recommending alternative courses of action to resolve problems and increase the effectiveness of operations and other concerns). The experience must have demonstrated a high degree of analytical skill involving the ability to identify information needs, collect and analyze data, identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action, and the ability to read, comprehend and interpret complex material and draft comprehensive reports of findings and conclusions.

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**ADMINISTRATIVE EXPERIENCE:** One (1) year of responsible experience which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities.

**SUBSTITUTIONS ALLOWED:** 1) A master's degree in business administration, public administration, or personnel administration from an accredited college or university may be substituted for one (1) year of specialized experience; and/or 2) Excess experience of the type and quality described in administrative experience may be substituted for specialized experience on a year-for-year basis.

**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.**

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