HAWAII HEALTH SYSTEMS
C O R P O R A T I O N

"Touching Lives Every Day"

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: October 30, 2009 (revised 11/20/09)

JOB TITLE: COMPUTER OPERATOR II (HHSC 0509)
SALARY RANGE: $2,672 per month (SR-15) for level II
JOB LOCATION: Corporate Data Center
Hawaii Health Systems Corporate Office, Honolulu, Hawaii

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

DUTIES: Operates, maintains and manages the day-to-day computer system operations that consist of HHSC host systems (AS/400 and other servers), online terminals, management of batch system processes, and network connections within the HHSC Computer Center and to the Wide Area Network. Must be available to work any of three shifts (D, E, N), on a rotating basis, including holidays, and be on call (standby) as required.

MINIMUM QUALIFICATION:

Specialized Experience: Two (2) years of work experience of operating a computer and peripheral equipment which gave the applicant the knowledge of the components of a computer including peripheral equipment, and their operations and functions, job control language standards, the ability to monitor the central console and coordinate the functions of the computer system, and to read and understand program operating sheets. *Two (2) yrs experience in operating a midrange computer (AS/400/iSeries) is highly desirable.*

Substitution of Education for Experience: Completion of a data processing curriculum from an approved business college or community college may be substituted for the Specialized Experience on a month-for-month basis up to one year. This training must have included such subjects as (1) introduction to computer systems; (2) console operation; (3) basic programming; (4) tape and disc operation; (5) compiler systems; and (6) systems and procedures.

Working Conditions/Physical Requirements:

The position requires prolonged sitting and extended periods of working with computer equipment. Applicants should be able to function in a cooler-than-usual air-conditioned environment; safely lift up to sixty (60) pounds utilizing proper body mechanics; be available to work any of three shifts (D, E, N), on a rotating basis, including holidays, and be on call (standby) as required.

Supplemental Forms: Applicants must complete and submit **at the time of application** the **Supplement for Computer Operator**. Applicants must also submit evidence of the appropriate training (e.g., official transcript or diploma) in order to be given credit for education **at the time of application**.

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

RE-01

ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF TEN (10) CALENDAR DAYS **05/02**

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 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.

HOW TO APPLY: Applications are available at the **Hawaii Health Systems Corporation,** Human Resources Office, 3675 Kilauea Avenue, Honolulu, HI 96816. You can call (808) 733-4162, (Voice/TT), Toll Free (800) 845-6733, e-mail: jobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: 08:00 am – 12:00 pm at which time applicants are able to complete an application and have their application reviewed by the Corporate 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.

NAME: _____

SUPPLEMENT TO THE APPLICATION FOR COMPUTER OPERATOR

The information requested on this supplement will be used to evaluate your qualifications for employment consideration as a Computer Operator II. Please complete the supplement in addition to the application form. Use additional sheets as necessary.

1. List the computer systems (manufacturer and model no.) that you have operated beginning with your current or most recent position and working backwards. For each computer system listed, provide the name of the employer and the dates during which you were an operator (From and To), (Month and Year).

2. Describe your experience providing help desk support to users.

3. Have you operated a system console or managed a network? If yes, provide the name of the operating system, the corresponding computer system, a brief description of the operations you performed, and the approximate percentage of time spent.

Name of operating system:

Name of computer system:

Description of operations:

Percentage of time spent:

4. Did any of the computer systems you operated have remote site locations? If yes, describe your responsibilities for supporting and maintaining communications.

5. Briefly describe the utilities you have used to monitor mainframe, midrange or network systems.

6. Have you ever used remote control software? If yes, list the software and what it was used for.

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7. Did you complete a course of study in computer operations or data processing from an accredited business school or community college for which a diploma or degree was awarded? If yes, list the courses you completed and submit a copy of your transcripts as verification.

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8. I am able to lift and carry a case of computer paper, which weighs up to sixty (60) pounds.

YES: _____ NO: _____

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: _____