



# **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:** February 5, 2008 (rev. 10/06/08)

**JOB TITLE(S):** CONTRACTS MANAGER I (**Recruitment No. 0308**)  
CONTRACTS MANAGER II (**Recruitment No. 0408**)

**SALARY:** \$4,276 - \$6,330 per month (**Level I**) (SR24C-M)  
\$4,625 - \$6,844 per month (**Level II**) (SR26C-M)  
**Hire Above the Minimum**

**LOCATION:** Hawaii Health Systems Corporation (HHSC), Administration  
Kaimuki, Waialae/Kahala, Oahu

**DUTIES:** Primary responsibility is to provide contract services, guidance, plans and policies for procurement, contracting and purchasing functions in support of the Corporate Office and HHSC healthcare facilities.

### **MINIMUM QUALIFICATION REQUIREMENTS:**

**Education Requirement:** Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted 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. The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Specialized Experience:** For the **Level I**, three years and 6 months (3 ½), and for **Level II**, four years and 6 months (4 ½) of progressively responsible work experience which involved one or a combination of the following: professional work experience in the development and/or administration of contracts:

1. Preparing specifications for bids & quotes and proposals or formal requests for proposals for contractual services which involved the application of professional judgment and analysis in determining contract terms and conditions and/or developing proposals to meet such requirements;
2. Evaluating, developing, negotiating, or revising the content of proposals and/or contracts and/or requests for proposals or other solicitation documents;
3. Monitoring and evaluating the performance of contracted parties to ensure compliance with the terms and conditions stipulated in the contracts.

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*

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

RE-01  
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](mailto:jobs@hhsc.org) or visit our website at [www.hhsc.org](http://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.**