

OAHU REGION
LEAHI HOSPITAL/MALUHIA
HAWAII HEALTH SYSTEMS CORPORATION

3675 Kilauea Avenue v Honolulu, Hawaii 96816 v Telephone: (808) 733-8067 v FAX: (808) 733-9811

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: July 27, 2010
JOB TITLE: DATA PROCESSING SYSTEMS ANALYST III
RECRUITMENT NO: OR 20-10
JOB LOCATION: LEAHI HOSPITAL, KAIMUKI, KAHALA/KAPAHULU, OAHU
SALARY RANGE: \$3,335 per month (SR-20)*

*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

DUTIES: This position will serve as a systems analyst and as the Regional Liaison between Leahi Hospital and Maluhia in the Oahu Region and will serve as point of contact for users of the automated systems of these facilities.

This position will be located in Leahi Hospital, but will serve Maluhia and Kahuku Medical Center also.

MINIMUM QUALIFICATION:

Education: Graduation from an accredited college or university. Excess Specialized Experience of the type and quality described below or any administrative, professional, technical, or other responsible work which required a high degree of analytical skill may be substituted for training on a year-for-year basis.

Specialized Experience: One and one-half (1-1/2) years of progressively responsible work experience in computer systems analysis which involved the analysis and design of systems for electronic processing of data; or stored computer programming experience which included participation in systems analysis.

Substitutions Allowed: Supervisory and/or administrative experience of the types and quality described below may be substituted for Specialized Experience on a year-for-year basis.

Excess administrative experience in computer systems analysis or computer programming work which included, in addition to providing overall technical guidance and leadership, the responsibility for planning, directing and coordinating the activities of a major data processing system. The experience must show active participation in and full responsibility for such administrative functions as
1) program evaluation and analysis; 2) development of budgetary justifications; and 3) policy formulation and implementation.

Supplemental Forms: Applicants must complete and submit at the time of application the Supplemental Experience Statement for Data Processing Systems Analyst.

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

An Equal Opportunity Employer

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.

HOW TO APPLY: Applications are available at the **Hawaii Health Systems Corporation (e.g.);** Human Resources Office, 3675 Kilauea Avenue, Honolulu, HI 96816. You can call (808) 832-6193, (Voice/TT), Toll Free (800) 845-6733, e-mail: oahujobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: 8:00am to 3:30pm 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.

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, HAWAII HEALTH SYSTEMS CORPORATION AT (808) 733-7909 (TTD) TO DISCUSS SPECIAL NEEDS IN APPLYING.

NAME: _____

SUPPLEMENT TO THE APPLICATION FOR
DATA PROCESSING SYSTEMS ANALYST III - VI

In addition to the information in your application, we need other information to properly evaluate your qualifications for this position. Answer each question as completely as possible. Use specific language, which shows clearly the work methods used and the extent of your responsibility and accountability. Avoid using general terms as 'worked on systems,' "assisted in systems development" etc. Show instead the extent of your involvement and the exact nature of the operations you performed. Show the extent to which your work was subject to review and the amount of review you gave to the work of others.

Use **ONE** form for **EACH** employer. Use additional sheets or back of forms as necessary.

Employers' Name: _____

Dates Employed: _____ to _____
month/year month/year

Average Number of Hours Worked Per Week: _____

1. Was the majority of your work experience with this employer at the (check one):

- a) Project management level – as a team or project leader?
- b) Independent worker level – work is performed under general supervision; assignments encompass problems of average difficulty and complexity. Sufficiently expert knowledge and judgment required; warranting only a cursory review of your decisions?
- c) Trainee level?

2. List your duties in the order of their importance and indicate the average percent of time spent on each duty. (Note 40 hours per week = 100%)

