OAHU REGION

LEAHI HOSPITAL/MALUHIA

HAWAII HEALTH SYSTEMS CORPORATION

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

VACANCY ANNOUNCEMENT

LAST DAY TO FILE APPLICATIONS IS MARCH 11, 2010

DATE POSTED:	MARCH 1, 2010
JOB TITLE:	DEPARTMENTAL PERSONNEL OFFICER III (Permanent, Full-time)
RECRUITMENT NO:	OR 05-10
JOB LOCATION:	LEAHI HOSPITAL, KAIMUKI, WAIALAE/KAHALA, OAHU
SALARY RANGE:	*NEGOTIABLE

***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: The primary purpose of position is to serve as the Regional Human Resources Director operating under general administration direction based primary upon current objectives. As such, the position has staff responsibility for the personnel program for the corporate medical facilities located within Oahu Region. The personnel program includes the responsibility for the development and administration of policies and procedures to meet the human resource needs of these facilities. This position serves as chief advisor to the Hospital Administrators (Facility Chief Executive Officers) on personnel management matters. The position exercises control over line management by reviewing line recommendations for conformance with principles of good personnel management as well as to ensure that regulations are complied with and that approval or disapproval authority is readily exercised.

MINIMUM QUALIFICATION: Applicants 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 experiences are based on a 40-hour work week.

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience in administrative, professional, investigative, technical or other responsible work which has provided a general background in the field of management, education, training, or personnel may be substituted for education on a year-for-year basis. Experience of a routine clerical nature is not qualifying.

Specialized Experience Requirement: Three and one-half (3-1/2) years of progressively responsible experience in one or in any combination of personnel management functions; i.e., recruitment and placement, position classification, salary and wage administration, employee-management relations and services, employee development, personnel program development and services, and personnel research.

Such experience must show ability to deal satisfactorily with fellow workers and/or operating personnel, to recognize problems in the operation of a personnel program and to suggest practical solutions and otherwise to demonstrate potential to assume responsibility in the field of personnel program management. Clerical experience in a personnel program involving work which is limited to the application of personnel rules, regulations and procedures in support of the personnel functions described above is not qualified.

At least one (1) year of the experience must have been comparable in scope and responsibility to that of the next lower level in the State service.

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

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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: rbisnar@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.

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Supervisory or Staff Experience: Two (2) years of supervisory or staff experience in one or any combination of the following kinds of activities:

A. Work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

B. Experience in the field of personnel management as a staff specialist in one of the functional areas. Such experience must have involved activities such as conducting studies and making recommendations to management for the development or revision of standards, policies, procedures and techniques pertaining to one of the personnel management functions; giving technical advice and direction to management; conducting surveys to evaluate the quality of the personnel management program; recommending staff improvements and developing guides to be used by management in the performance of personnel management work.

Substitution of Training for Experience: Possession of a master's degree from an accredited college or university in personnel administration may be substituted for one (1) year of the specialized experience. Possession of a Ph.D. degree from an accredited college or university in personnel administration may be substituted for two and one-half (2-1/2) year of specialized experience.

SUPPLEMENTAL FORMS: Applicants must submit at the time of application, the **Supplement for DEPARTMENTAL PERSONNEL OFFICER.** Evidence of the appropriate training (e.g., official transcript or diploma) must be submitted in order to be given credit for education. A legible photocopy will be accepted; however, Hawaii Health Systems Corporation reserves the right to request for an official copy (Please scroll to bottom for supplemental form.)

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An Equal Opportunity Employer

NAME: _____ **01/2000**

SUPPLEMENTAL FORM FOR DEPARTMENTAL PERSONNEL OFFICER

In order to ensure that you receive the maximum credit to which you are entitled, it is essential that you complete this form as accurately and completely as possible. Be sure to list each change in job title or promotion separately. When describing your duties and responsibilities, avoid the use of vague and ambiguous terms such as "see attached resume," "managed," "was responsible for," etc. This form may be duplicated or you may attach plain sheets of paper if additional space is needed.

I. Do you possess Specialized Experience as described in the job announcement?

Yes _____ No _____

If "Yes," please provide the following information:

A. Name of Employer _____

B. Your Job Title _____

C. Complete Dates You Held That Title: from _____/_____ to _____/_____
Mon Yr Mon Yr

D. Average Number of Hours Worked Per Week: _____

E. Name and Title of Your Immediate Supervisor _____

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F. A description of the personnel program or department you worked in. Describe what functions the personnel department/program was responsible for, number of employees in the company, etc.

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G. A detailed description of your personnel management duties and responsibilities. Describe how you applied your knowledge of personnel administration. Give specific examples which will clearly depict the exact nature of your work.

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H. Please give a breakdown of the average number of hours you spent per week on each of your activities. Use your best estimate.

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II. Do you possess staff specialist experience or supervisory experience in the field of personnel management or labor relations? _____ Yes _____ No

NOTE: THIS EXPERIENCE CANNOT BE GAINED CONCURRENTLY WITH THE EXPERIENCE REQUIRED IN PART I.

If "Yes," please provide the following information:

A. Name of Employer_____

B. Your Job Title _____

C. Complete Dates You Held That Title: From _____/_____ To _____ /_____
Mon Yr Mon Yr

D. Average Number of Hours Worked Per Week _____

E. Name and Title of Your Immediate Supervisor _____

_____

F. A detailed description of your staff specialist or supervisory duties. Describe your involvement in the development and revision of personnel programs and procedures; the types of program evaluations you carried out; the methodology you used to evaluate programs, etc. If applicable, provide a detailed description of your supervisory duties. Indicate the numbers, titles, and functions of any subordinates you routinely supervised. Give specific examples which will clearly depict the scope and level of your work.

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III. Are You Claiming a Substitution of Education for Experience?

Yes _____ No _____

If "Yes," please submit a copy of your transcripts to receive credit.

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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: _____