



Hawaii Health Systems Corporation—Maui Region

Kula
HOSPITAL
100 Keokea Highway
Kula, HI 96790

Maui Memorial
MEDICAL CENTER
221 Mahalani Street
Wailuku, HI 96793

Lanai
COMMUNITY HOSPITAL
P.O. Box 630650
Lanai City, HI 96763

VACANCY ANNOUNCEMENT

Continuous recruitment until needs are met:

DATE POSTED: 04/24/09
JOB TITLE: PAYROLL CLERK
RECRUITMENT NO.: MMMC 0905
JOB LOCATION: MAUI MEMORIAL MEDICAL CENTER, WAILUKU, MAUI
SALARY RANGE: \$2,313 PER MONTH (SR-10)

JOB DUTIES: Prepares departmental agency or individual semi-monthly payrolls, maintains individual employee payroll and personnel records and files; and performs other related duties as required.

MINIMUM QUALIFICATION REQUIREMENTS: To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experience are credited based on a 40-hour workweek.

General Clerical Experience and Training: Three years of *General Clerical Experience*, of which one year included *specialized experience in payroll preparation, payroll record keeping, time keeping or related payroll work*; and graduation from high school or any equivalent combination of training and experience.

Examples of equivalent training include:

- a. Completion of one year curriculum in accounting or related field from an accredited institution with course work in payroll may be substituted for one year of the required *Payroll Experience*; and an Associate of Science degree in accounting or a related field from an accredited institution with course work in payroll may be substituted for one year of *Payroll Experience* and one year of *General Clerical Experience*.
- b. Partial completion of training as indicated above may be substituted for *Payroll Experience* on the basis of 15 semester credits for six months of experience, provided that a payroll course was successfully completed.
- c. Completion of a half a school year of substantially full time clerical curriculum at an accredited community college or business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for six months of *General Clerical Experience*.
- d. Education at an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for *General Clerical Experience* on the basis of 15 semester hours for six months of *General Clerical Experience*, up to a maximum of two years.

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, MAUI MEMORIAL MEDICAL CENTER AT (808) 242-2251 TO DISCUSS SPECIAL NEEDS IN APPLYING.

PAYROLL CLERK (CONTINUED)

REQUIRED FORMS AND DOCUMENTATION: You must submit the following forms and documentation together with your application or your application may be rejected.

1. Evidence of the appropriate training (e.g. official transcript or diploma) to be given credit for education. A legible photocopy will be accepted; however, the Hawaii Health Systems Corporation reserves the right to request an official copy.
2. The Supplemental form for *Payroll Clerk*.

Name: _____

**Supplement to the Application
For PAYROLL CLERK**

In addition to the data on your application, the information you provide on this form will be used by Hawaii Health Systems Corporation to evaluate your qualifications for the position of Payroll Clerk. Therefore, it is essential that you complete this form as accurately as possible so that we may better evaluate your qualifications and ensure that you receive the maximum credit to which you are entitled.

Questions: Do you have at least one year of work experience in payroll preparation, payroll recordkeeping, time keeping or related payroll work?

YES NO

PART I. Chronologically list the employer(s), dates of employment (from and to, MONTH and year), the name and title of your supervisor, and the number of hours worked per week you gained such experience. Use additional sheets as necessary.

NOTE: If you performed other non-payroll duties in your position, count only those hours spent in your payroll work.

Employer A: Employer: _____

Name and Title of Supervisor: _____

Date (mm/yy): _____

No. of hours spent in payroll per week: _____

No. of employees prepared payroll for: _____

Employer B: Employer: _____

Name and Title of Supervisor: _____

Date (mm/yy): _____

No. of hours spent in payroll per week: _____

No. of employees prepared payroll for: _____

Employer C: Employer: _____

Name and Title of Supervisor: _____

Date (mm/yy): _____

No. of hours spent in payroll per week: _____

No. of employees prepared payroll for: _____

(Payroll Clerk Page 2 of 4)

Employer D: Employer: _____

Name and Title of Supervisor: _____

Date (mm/yy): _____

No. of hours spent in payroll per week: _____

No. of employees prepared payroll for: _____

PART II: Carefully read the list of payroll knowledges and abilities. Indicate which of the work experiences you listed above demonstrates possession of such knowledge or ability by: 1) marking the box of the respective employer(s) and 2) describing the duties you performed which demonstrate your possession of the knowledge and ability for each employer you circle.

In your description of duties, avoid the use of vague and ambiguous terms such as “was responsible for,” “handled,” “possessed,” etc. Instead, use specific language which will clearly show the exact nature of the duties you performed. Provide a separate description of your payroll duties by employer.

EXAMPLE: Knowledge of principles and practices of social casework.

EMPLOYER: A B C D

Duties:

Employer A: Investigate probation or parole cases and assist probationers or parolees in effecting personal and social adjustment

Employer B: Gather information for court reports eligibility reviews, crisis intervention.

1. Knowledge of payroll procedures for payroll preparation, payroll recording, and time keeping.

EMPLOYER: A B C D

Duties:

2. Knowledge of payroll procedures for payroll preparation, payroll recording, and time keeping.

EMPLOYER: A B C D

Duties:

(Payroll Clerk Page 3 of 4)

3. Knowledge of payroll procedures for payroll preparation, payroll recording, and time keeping.

EMPLOYER: A B C D

Duties:

4. Knowledge of payroll procedures for payroll preparation, payroll recording, and time keeping.

EMPLOYER: A B C D

Duties:

PART III: Successful completion of coursework may be substituted for experience. To receive credit, attach a copy of your transcript/diploma as evidence of completion.

1. I have completed a full time accounting curriculum leading to a degree, diploma or certificate at an accredited university, business school, community college, or other comparable institution which included coursework in payroll. (Note: must be curriculum or at least one year.)

YES NO

2. I have partially completed coursework described above, but I have successfully completed a payroll course.

YES NO

3. I have completed coursework at an accredited college, university, or business school with course in English composition and mathematics, but I have not taken a payroll course

YES NO

(Payroll Clerk Page 4 of 4)

4. I have completed the following payroll courses:

Course Title	Credit	Course Title	Credit
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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: _____

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 a 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. 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 **Maui Memorial Medical Center;** Human Resources Office, 285 Mahalani St. Apt #22 Wailuku, HI 96793. **Mailing Address:** 221 Mahalani St. Wailuku, HI 96793. You can call (808) 242-2251, e-mail: mmmcjobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: M-F 7:45 a.m. to 4:30 p.m., excluding holidays 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 filed 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: 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.