

HAWAII HEALTH SYSTEMS CORPORATION:
KONA COMMUNITY & KOHALA HOSPITAL

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET



DATE POSTED: 12/02/2009
JOB TITLE: PERSONNEL MANAGEMENT SPECIALIST V
(LABOR RELATIONS SPECIALIST)
RECRUITMENT NO.: KCH 09-155 (Permanent, Full -Time)
JOB LOCATION: KONA COMMUNITY HOSPITAL
Kealahou, Kona, Hawaii
SALARY RANGE: NEGOTIABLE (SR-24, BU:73)

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 is located in the Human Resources Office at Kona Community Hospital and is responsible for handling labor relations activities for the West Hawaii Region, which also includes Kohala Hospital. The primary purpose of this position, also known as the Labor Relations Specialist, is to perform specialized work involved with Labor Relations issues and transactions, including grievances, Civil Rights transactions, EEOC and Hawaii Civil Rights Commission (HCRC) complaints, and coordinate consultation issues that may arise involving employee organizations (i.e. HGEA and UPW) for the West Hawaii Region.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE: 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. Progressively responsible experience in administrative, professional, supervisory, technical or other field of management, education, training, and/or personnel administration may be substituted for the Bachelor's Degree on a year for year basis.

EXPERIENCE:

Specialized Experience: Three and one-half (3-1/2) years of specialized, 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. At least one (1) year of the experience must have been comparable to the fully independent worker or journeyman level in the State service.

Selective Certification Requirement: Of the three and one-half (3-1/2) years of specialized work experience required for the class, Personnel Management Specialist V, one (1) year must have consisted of responsible experience in one or any combination of the following labor relations functions: conducting research and interviews and identifying possible alternatives and solutions in resolving labor relations problems; interpreting collective bargaining contracts; compiling and analyzing data and information for contract negotiations; drafting suggested language for collective bargaining provisions; and providing advice and assistance on the proper and timely handling of grievances. This experience must have been comparable in scope and complexity to the class Personnel Management Specialist IV in the State service.

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, KONA COMMUNITY HOSPITAL 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

Supervisory Experience: Must show possession of supervisory aptitude. Supervisory aptitude is the demonstration of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory and/or administrative capabilities exist; by completion of training assignments; or by favorable appraisals by a supervisor indicating the possession of managerial skills.

Substitutions:

1. Bachelor's degree from an accredited college or university with a minimum of fifteen (15) semester credit hours or course work in personnel administration, personnel and industrial relations or human resources management covering the recruitment and selection process; job evaluation; performance appraisal; employee training and safety; personnel compensation and benefits administration; staffing process; organizational development; labor laws and/or labor relations may be substituted for six (6) months of specialized experience, but not the experience in labor relations.
2. Master's degree from an accredited college or university in personnel administration, personnel and industrial relations or human resources management may be substituted for one (1) year of specialized experience, but not the experience in labor relations.
3. Ph.D. degree from an accredited college or university in personnel administration, personnel and industrial relations or human resources management may be substituted for two (2) years of specialized experience, but not the experience in labor relations.

Required Forms & Documentation: You must complete/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 degree) to be given credit for education and/or experience. A legible photocopy will be accepted; however, Kona Community Hospital reserves the right to request an official copy.
2. Please complete the SUPPLEMENT FORM FOR PERSONNEL MANAGEMENT SPECIALIST which is found at the end of this announcement.

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 **Kona Community Hospital**, Human Resources Office, 79-1019 Haukapila Street, Kealahou, HI 96750 or **Kohala Hospital**, P. O. Box 10, Kapaau, HI 96755. You can call (808) 733-4162, (Voice/TT), e-mail: konajobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: Monday to Friday (except holidays) 8:00 am to 4:00 pm 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.

NAME: _____

3/2000

**SUPPLEMENT FORM FOR
PERSONNEL MANAGEMENT SPECIALIST**

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 relevant work experience, and list each change in job title or promotion **SEPERATELY**. **In describing your duties and responsibilities, avoid the use of general terms such as "handled," "was responsible for," "see attached resume," etc.** Rather, give specific examples, which will clearly depict the exact nature of the tasks you performed. You may attach plain sheets of paper, if additional space is needed.

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I. Do you possess professional management 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 that you held that title:
From: _____ / _____ to: _____ / _____
Month Year Month Year

d) Average number of hours worked per week _____

e) Name and title of your immediate supervisor

f) Describe the personnel program/development where you worked (i.e., how large was the company, how many employees worked for the company, what functions did the personnel program/department handle, etc.).

