

# HAWAII HEALTH SYSTEMS CORPORATION:

## WEST HAWAII REGION

KONA COMMUNITY HOSPITAL ~ 79-1019 Haukapila Street, Kealahou, HI 96750

KOHALA HOSPITAL ~ P. O. Box 10, Kapaau, HI 96755

### VACANCY ANNOUNCEMENT

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET



KONA  
COMMUNITY HOSPITAL

**DATE POSTED:** 07/31/2009  
**JOB TITLE:** PREAUDIT CLERK I  
**RECRUITMENT NO.:** KCH 09-130 (PERMANENT or TEMPORARY, FULL-TIME)  
**JOB LOCATION:** KONA COMMUNITY HOSPITAL  
**SALARY RANGE:** \$2403 per month (SR-11), BU:03

**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.**

Revised 8-14-09 duties; 10/26/09 salary; 12/17/09 status

**Job Duties:** This position is located in the Fiscal Services section and is responsible to check and process all claims for goods and services provided to Kona Community Hospital for payment. **MUST BE AVAILABLE TO WORK SHIFTS AS NECESSARY BASED ON HOSPITAL OPERATIONS; SERVICES ARE PROVIDED 24/7.**

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

**General Experience:** One (1) year of responsible clerical work experience which demonstrated knowledge of arithmetic and required the ability to read and understand, follow oral and written instructions, communicate orally and in writing and to make arithmetical computation.

**Specialized Experience:** Two (2) years of responsible clerical work experience in the preparation and keeping of payroll records and/or in the preparation and processing of vouchers, invoices and statements.

**Substitutions of Education for Experience:**

1. Graduation from high school may be substituted for one-half (1/2) year of General Experience.
2. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college; or at a business or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines may substituted for the one (1) year of General Experience provided the duration of the training was for a year or more.
3. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college, business or technical school which was for a period of less than (one) 1 year may be substituted for General Experience on a month-for-month basis provided the training included courses in basic English, arithmetic, general clerical procedures and office machines.
4. Successful completion of half a school year of substantially full-time clerical, stenographic or secretarial curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for six (6) months of General Experience.

**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**

5. Successful completion of one (1) school year (of a program of more than one year in length) of substantially full-time clerical, stenographic or secretarial curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for one (1) year of General Experience.
6. Successful completion of substantially full-time equivalent bookkeeping or accounting curriculum leading to a degree or diploma at an accredited business school, community college, or other comparable institution which included accounting courses may be substituted for the General Experience or the Specialized Experience on the basis of one (1) year of such training for one (1) year of experience, up to a maximum of two (2) years of General or Specialized Experience.
7. Successful completion of one (1) school year of (more than one year program) a substantially full-time accounting curriculum which normally leads to a degree or diploma at an accredited business school, community college, or other comparable institution which included accounting courses may be substituted for one (1) year of General or Specialized Experience.
8. Education in an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for experience on the basis of fifteen (15) semester hours for six (6) months of General Experience, up to a maximum of one (1) year of General Experience.
9. Education in an accredited university in a baccalaureate program may be substituted for experience on the basis of fifteen (15) semester hours for six (6) months of Specialized Experience, provided the fifteen (15) semester hours included at least three (3) semester hours in accounting or auditing courses, up to a maximum of two (2) years of Specialized Experience.

**Supplemental Forms:** Applicants must submit evidence of the appropriate training (e.g., official transcript certificate, or diploma) in order to be given credit for education.

**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](mailto:konajobs@hhsc.org) or visit our website at [www.hhsc.org](http://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.**