

## **IMPORTANT APPLICANT INFORMATION**

### **EQUAL EMPLOYMENT OPPORTUNITY**

Federal and State laws apply to all forms of employment decisions and actions, including pre-employment inquiries. The State of Hawaii is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.

### **MERIT CIVIL SERVICE SYSTEM**

The employment of persons in the civil service, as defined by State law, is governed by the merit principle. Applicants must meet the minimum qualification requirements of the position being sought, including all education, experience, and other public employment requirements for State Civil Service employment. It is the applicant's responsibility to provide complete information. The information submitted may be verified. Applicants must meet the requirements and qualify on appropriate employment related tests to be eligible for employment consideration.

### **CITIZENSHIP REQUIREMENT**

Applicants must be citizens, permanent resident aliens, or nationals of the United States. Non-citizens with unrestricted employment authorization from the U.S. Immigration and Naturalization Service may also apply.

### **HAWAII STATE RESIDENCY REQUIREMENT**

Effective July 1, 2007, persons who are non-residents of the State of Hawaii will have thirty (30) days from the date they begin their State employment to become Hawaii residents. While an employee of the State of Hawaii, they must maintain their Hawaii residency.

### **PHYSICAL / MENTAL REQUIREMENTS**

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

### **REASONABLE ACCOMMODATION**

Applicants with special needs should contact our office at (808) 586-9043 during business hours at the time of application. Auxiliary Aids and Services are available upon request. Call (808) 586-9040 [voice], (808) 586-8847 [TTY] or 1 (888) 569-6859 [TTY Neighbor Islands].

### **LANGUAGE ACCESS ASSISTANCE**

All of our written and oral material will be provided to you in English. If you have limited English proficiency, please contact our department's Language Access Coordinator by telephone at (808) 586-9040 during business hours or write to the Language Access Coordinator, Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 321, Honolulu, Hawaii 96813.

### **VETERANS PREFERENCE POINTS**

(Open Competitive Recruitments Only). To receive 5 Veterans Preference Points, an applicant must submit a copy of the DD214 (Member 4) verifying dates of honorable service. To receive 10 Points, submit a copy of an official statement/letter from the Department of Veterans Affairs or armed services dated within the past 12 months which confirms your qualification to receive 10 points preference.

### **CRIMINAL HISTORY RECORD CHECK**

Individuals who are recommended for hire are required to undergo a criminal history record clearance and other checks, as applicable.

## **LEVELS OF REVIEW**

Applicants will be notified of their status in writing. Applicants who do not agree with a decision or action taken by the Department of Labor and Industrial Relations (DLIR) Personnel Office shall have three successive levels of review. Each review must be concluded before the next higher review can be requested.

**1. Administrative Review.** First level of review. Applicants who do not agree with an action taken by DLIR Personnel Office or who have questions about their application are strongly advised to first call our office during business hours at (808) 586-9043 to obtain clarification. Applicants who still do not agree with the action taken, may then formally request an Administrative Review in writing. The Request must include the job title, recruitment number, the specific reason(s) you are requesting the review, any relevant information, and must be postmarked no later than seven (7) working days from the date of our notice. Requests should be mailed via U.S. Postal Service to DLIR Personnel Office at 830 Punchbowl Street, Room 415, Honolulu, Hawaii 96813. Requests are not accepted via telephone or fax.

**2. INTERNAL COMPLAINT.** Second level of review. An applicant who does not agree with an action resulting from the Administrative Review may then file an Internal Complaint with the DLIR Personnel Office. Information about the Internal Complaint procedures, required forms, and mailing address will be provided in our letter regarding the Administrative Review, if necessary.

**3. APPEAL TO THE MERIT APPEALS BOARD.** Third level of review. An applicant who does not agree with an action resulting from the Internal Complaint with the DLIR Personnel Office may then file an appeal to the Merit Appeals Board. Further information and details regarding procedures, required forms, and the mailing address to file an appeal are available at <http://hawaii.gov/hrd/main/ecd/mab>. If the applicant does not agree with the internal complaint decision rendered by DLIR, it may be appealed in writing to the State Merit Appeals Board within twenty (20) days from the date of the action on the internal complaint. An internal complaint must have been completed by DLIR before an appeal may be requested.

If you have any questions, please contact our office at (808) 586-9043 for further information.