

**Career Opportunity**  
**Department of Labor and Industrial Relations**  
**State of Hawaii Executive Branch**

VACANCY ANNOUNCEMENT

**EMPLOYMENT SECURITY APPEALS REFEREE**  
**Oahu**

**Salary: See Recruitment Information**

**Opening Date: December 31, 2014**

**Closing Date: January 14, 2015**

An Equal Opportunity Employer

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**RECRUITMENT INFORMATION**

Recruitment Number 15-025

Position is Per Diem. Work hours may vary from 0-40 per week depending on the operational needs of the Division. Salary: Per Diem, \$259.68 (SR-26, Step G). Position is location in Downtown Honolulu.

**DUTIES SUMMARY**

Conducts quasi-judicial hearings on appeals by claimants and employers relative to departmental decisions on unemployment insurance benefit matters; renders formal written decisions to affirm, reverse or modify departmental decisions.

**MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your 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 be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

**To qualify, you must meet all of the following requirements:**

**EDUCATION REQUIREMENT:**

Bachelor's degree from an accredited four (4) year college or university.

Excess work experience as described below in the general or specialized experience sections or any other responsible administrative, professional, or other analytical work experience which would provide knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum leading to a baccalaureate degree may be substituted for education on a year-for-year basis.

The education or experience background must demonstrate the ability to write clear and comprehensive materials such as reports and analyses; read and interpret complex written material; and solve complex problems logically and systematically.

**GENERAL EXPERIENCE REQUIREMENT:**

Three (3) years of progressively responsible professional or other analytical work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems; identifying, evaluating and analyzing issues and interpreting and applying various statutory provisions, rules or regulations to determine and recommend appropriate courses of action. Experience must have demonstrated the ability to elicit information orally and in writing, apply problem-solving methods and techniques and prepare clear and concise written reports of facts, issues, application of laws, rules, regulations and procedures, and recommendations for action.

**SPECIALIZED EXPERIENCE REQUIREMENT:**

Two (2) years of progressively responsible professional or other analytical work experience of one or a combination of the following:

- (a) Responsible experience which demonstrated knowledge of procedures and requirements pertinent to conducting hearings of contested cases in government. Experience may have been obtained through work which involved either: (1) conducting hearings of contested cases in government including time required to conduct research and study preparatory to conducting hearings and subsequently to analyze the evidence and prepare findings of fact, conclusions of law and recommendations or decisions as applicable; or (2) serving as a responsible representative of a party at, or actively participating as a party in such hearings including time required to conduct research and study preparatory to the hearing, gathering and evaluating facts to be submitted as evidence and preparing analyses or memoranda subsequent to hearings, as applicable. Experience in either conducting hearings or representing or being an active party in hearings need not have been on a full-time basis. Credit will be given for the portion of time in which the above activities were actually performed.
- (b) Experience which demonstrated thorough knowledge of unemployment insurance laws, rules and regulations. Evidence of such level of knowledge includes work as a supervisor over lower-level unemployment insurance claims examiners which included responsibility for the coordination of work, training and the review and evaluation of the propriety of benefits determination work performed by subordinates; as a professional performing the most difficult and complex unemployment insurance assignments involving the investigation of disputes under the employment insurance law; or as a program specialist responsible for evaluating unemployment insurance program operations and developing or revising policies, procedures and techniques and providing technical advice to supervisors and others.

**Non-Qualifying Experience:**

Clerical work experience, although it may be in the field of appeals processing or unemployment insurance claims examination and other application of law, is not qualifying.

**Substitutions Allowed:****Substitution of Education for Experience**

1. Satisfactory completion of academic requirements for a master's degree from an accredited college or university which required completion of research and the preparation of extended reports may be substituted for one (1) year of the general experience requirement.
2. Satisfactory completion of coursework required for a law degree from a school of law accredited by a nationally recognized specialized accrediting body (or coursework deemed comparable by a nationally recognized specialized accrediting body) which included study of techniques of legal research and writing, administrative law, rules of evidence, and civil procedures may be substituted for the general or specialized experience required on the basis of 14 semester credit hours for each one-half (1/2) year of experience required up to a maximum of one and one-half (1-1/2) years of general experience and/or one and one-half years of the specialized experience.
3. Possession of a law degree from a school of law accredited by a nationally recognized specialized accrediting body (or a law degree deemed comparable by a nationally recognized specialized accrediting body) may be substituted for all of the general and specialized experience required.

**Substitution of Specialize Experience for General Experience**

Excess specialized experience may be substituted for the required general experience on a year-for-year basis.

**Quality of Experience:** Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. Overall experience must have been of such scope and level of responsibility as to conclusively demonstrate the ability to perform the duties of the position being considered for.

Click to view complete [Class Specifications](#) and [Minimum Qualification Requirements](#)

Click for [APPLICATION](#) for Civil Service Positions (Form HRD 315)

or visit the DLIR Website at <http://labor.hawaii.gov/jobs/application/>

or visit the Department of Labor and Industrial Relations, Personnel Office  
830 Punchbowl Street, Room 415  
Honolulu, Hawaii 96813  
(808) 586-9043

Recruitment Hours: Monday thru Friday 8:00am – 4:00pm  
Closed on State Observed Holidays

**Submit completed Application and Supplemental Questionnaire to:**

Department of Labor and Industrial Relations, Personnel Office, 830 Punchbowl St., Room 415, Honolulu, HI 96813.

Mailed applications must be postmarked by midnight of closing date.

**EMPLOYMENT SECURITY APPEALS REFEREE (SR-26, Per Diem) Oahu**  
**Supplemental Questionnaire - Submit with Application**

**1. REQUIRED SUPPLEMENTAL QUESTIONS**

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not** submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five (5) working days of the filing of your application.

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When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

I acknowledge I have read and understand the above information.

Click to print application: [DLIR Civil Service APPLICATION \(Form HRD 315\)](#)

May we send your eligibility determination letter by email?

YES      email address: \_\_\_\_\_

NO      Prefer hard copy by mail.

Employment Security Appeals Referee – Oahu, 15-025

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2. EDUCATION REQUIREMENT:**

I have a bachelor's degree from an accredited four (4) year college or university.  
(A legible copy of your transcripts or degree is required)

I have excess general or specialized experience or other responsible administrative, professional, or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while fulfilling a prescribed college curriculum. **(On a separate sheet, describe your work experience to support this statement)**

**3. GENERAL EXPERIENCE REQUIREMENT:**

Do you have three (3) years of progressively responsible professional or other analytical work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems; and identifying, evaluating and analyzing issues involved and interpreting and applying various statutory provisions, rules or regulations to determine and recommend appropriate courses of action? (see vacancy announcement for details)

Yes       No

**If Yes, on a separate sheet, identify each experience you would like us to consider and provide the following information. All employers listed should also be listed on your application. Treat each change in employer or position separately.**

- A. Name of employer, dates of employment, and your job title.
- B. What was the **primary** function of your position? What were your **major** duties and responsibilities?
- C. State the subject matter of your professional and/or analytical work experience.
- D. Which statutory provisions, rules and regulations did you interpret and apply?
- E. Describe in detail your work experience interpreting and applying the statutory provisions, rules and regulations.
- F. Describe the methodology used to determine the most appropriate course of action.
- G. What types of written reports have you prepared? What kinds of recommendations were made? Title of the person who you submitted your report to.

**4. SPECIALIZED EXPERIENCE REQUIREMENT:**

Do you have two (2) years of progressively responsible professional or other analytical work experience of one or a combination of the kinds described below (see vacancy announcement for details):

- (a) Responsible experience which demonstrated knowledge of procedures and requirements pertinent to conducting hearings of contested cases in government.
- (b) Experience which demonstrated thorough knowledge of unemployment insurance laws, rules and regulations.

Yes       No

**If Yes, on a separate sheet, identify each experience you would like us to consider which clearly depicts your level of expertise. All employers listed should also be listed on your application. Information for each employer should include as applicable:**

- A. Name of employer, dates of employment, and your job title.
- B. Description of employer, services provided and clientele served. Was this a federal or state office?
- C. Describe in detail the nature of your involvement in conducting hearings of contested cases in government.
- D. How often did you conduct hearings?
- E. Describe in detail your work experience which demonstrates thorough knowledge of unemployment insurance laws, rules and regulations.

**5. SUBSTITUTION of EDUCATION for EXPERIENCE**

Are you substituting education for experience as described in the vacancy announcement?

- Yes       No

**If Yes**, you must submit a legible copy of your official transcript.

**6. SUBSTITUTION OF SPECIALIZED EXPERIENCE FOR GENERAL EXPERIENCE**

Are you substituting excess specialized experience for general experience as described in the vacancy announcement?

- Yes       No

**If Yes**, identify the specialized experience to be substituted.

**7. ADDITIONAL INFORMATION**

Do you have any other information related to this position that you would like us to consider?

- Yes       No

**If Yes**, submit with your application.

**8. Supporting documents such as transcripts, driver's license, or professional licensure if applicable as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application.**

Please select from one of the statements below:

- Supporting documents are attached.
- Supporting documents are forthcoming and will be mailed within five (5) working days to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 415, Honolulu, Hawaii 96813.

**9. How did you find out about this position? (optional)**

- Department of Labor and Industrial Relations website
- HireNet Hawaii
- University website
- University of Hawaii
- Chaminade University
- Hawaii Pacific University
- Referred by a family, friend, acquaintance, etc.
- Other: \_\_\_\_\_