

Career Opportunity

Department of Labor and Industrial Relations

State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

UNEMPLOYMENT INSURANCE SPECIALIST II - Kona

Unemployment Insurance Division
Salary: \$3,497 Monthly (SR-18)

Opening Date: October 7, 2016

Closing Date: Continuous

RECRUITMENT INFORMATION

Recruitment number: 16-118, Kona. In person interviews may be required.

DUTIES SUMMARY

In an advanced trainee capacity, incumbent is assigned an expanding range of nonmonetary issues, including more challenging cases involving investigations of suspected fraud cases resulting from improperly paid claims. Incumbent continues to receive formal and on-the job training for the moderately difficult to complex cases to develop skills in all types of issues as part of the incumbent's progression to become a fully functional journey level claims examiner. The degree of instruction and review received varies with the complexity of the assignment and the individuals' progress as measures and assessed by supervisors. Incumbent must consistently meet quality, quantity and timeliness measures established for this class level. Incumbent is expected to acquire and develop the necessary knowledge and skills to successfully perform the work assignments of the next higher job classification level.

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:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirement:

Six (6) months of professional experience which involved the application of unemployment laws, rules and regulations. Such experience may be gained by active participation in the examination and adjudication of unemployment insurance claims, in the investigation of unemployment compensation claims, or in the examination of financial records to insure conformance with Federal or State unemployment insurance laws.

Click to view complete [class specifications](#) and [minimum requirements](#).

APPLICATION MAY BE OBTAINED FROM:

www.hawaii.gov/labor/jobs

or

**Department of Labor and Industrial Relations
Princess Ruth Keelikolani Building
830 Punchbowl Street, Room 415
Honolulu, Hawaii 96813**

**Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm
Closed on State Observed Holidays**

Submit completed Application and Supplemental Questionnaire to

Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 415,
Honolulu, Hawaii 96813.

Mailed applications must be postmarked by midnight of closing date.