

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

### **EMPLOYMENT ANALYST IV**

#### **SR-22**

#### Workforce Development Division

See below for salary information

**Opening Date:** September 12, 2016

**Closing Date:** May 23, 2017

An Equal Opportunity Employer

#### **RECRUITMENT INFORMATION**

Recruitment number: 17-017, Honolulu. In person interviews may be required. Hiring rate will be based on qualifications, availability of funds, and other relevant factors. A continuous recruitment can be closed at any time. Appointment Not to Exceed: 06.30.2017, may be renewed.

**Salary Range at Level IV: \$4,231 - \$4,954 Monthly (see note on hiring rate above).**

#### **DUTIES SUMMARY**

Plans, develops, coordinates, monitors and evaluates one or more job training and/or subsidized employment programs. Such duties may include researching and preparing supporting data/information for reports, presentations and grants, as well as conducting periodic on-site program reviews. Also performs operations and activities in support of these programs, such as preparation of budget submittals, variance reports and making budget/expenditure recommendations.

#### **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:**

**Basic Education/Experience Requirement:** Applicants must have successfully completed one of the following, A or B:

A. A full four-year course leading to a bachelor's degree in an accredited college or university which has included 6 semester hours in statistics, (or in mathematics and statistics provided at least 3 semester hours are in statistics) and 15 additional semester hours in the social sciences including demography, history, economics, social welfare, geography, international relations, social or cultural anthropology, sociology, political science, public administration, business administration, psychology, etc.

B. Courses as given in A above, plus additional appropriate experience or education which when combined with these courses will total 4 years of education and experience and give the applicant knowledge comparable to that which would have been acquired through successful completion of a full four-year course.

The experience offered in combination with specified educational courses to meet the requirements specified in paragraph B above should include evidence of professional research-statistical work such as (a) sampling; (b) collecting, computing and analyzing statistical data; (c) applying statistical methods to data collection or processing, or in the establishment and operation of data collection systems; and (d) applying known statistical techniques to data such as measurement of central tendency, dispersion, sampling error, simple and multiple correlation, analysis of variance and tests of significance.

Without other indication of professional research statistical experience, work in the processing of numerical or quantified information by other than statistical methods is not considered appropriate qualifying experience. Examples of such PART II Page 2 EMPLOYMENT ANALYST III, IV & V 2.821, 2.822 & 2.823 non-qualifying work include statistical clerical work; statistical drafting; work requiring the calculation of totals, averages, percentages or other arithmetic summations, work involving the preparation of simple tables or charts; work requiring the verification of data by simple comparison or proofreading.

**Experience Requirement:**

**General Experience:** One (1) year of work experience which involved progressively responsible research-statistical analyses experience involving the compilation, examination, analysis, and interpretation of statistical and other data.

**Specialized Experience:** Level IV, two (2) years of work experience which involved progressively responsible employment analysis experience. Such experience must demonstrate the ability to apply research and statistical theory and methods to labor force, labor market and labor utilization research.

**SUBSTITUTIONS - Education for Experience:** Successful completion of graduate study at an accredited college or university may be substituted for experience to the extent indicated below:

Each full year (30 semester hours or 45 quarter hours) of completed graduate study in statistics or in the social sciences, as described in the Education Requirement, may be substituted for one year of experience.

The completion of all requirements for the Ph.D. degree in statistics or in the social sciences, including the thesis, may be substituted for all of the experience required for the class Employment Analyst IV.

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

**PUBLIC SERVICE LOAN FORGIVENESS (PSLF) PROGRAM**

The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please click: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

Click for [DLIR Civil Service APPLICATION \(Form HRD 315\) & Supplemental Questions](#)

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.