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

VACANCY ANNOUNCEMENT

UNEMPLOYMENT INSURANCE SPECIALIST I, SR-16
Oahu
Salary: $3,344 Monthly

Opening Date: June 29, 2017          Closing Date: Continuous

RECRUITMENT INFORMATION

Recruitment number: 17-050, Honolulu. In person interviews may be required. A continuous
recruitment can be closed at any time.

DUTIES SUMMARY

Receive formal and on-the-job training and assist in a trainee capacity in activities relating to the
various State and Federal unemployment insurance benefit programs; work under the close
supervision of a higher level unemployment insurance specialist and receive detailed
instructions and close review with each assignment; and perform other related duties as
assigned.

A trainee is expected to handle relatively simple cases involving issues which are resolved
through interviews with claimants, and employers are not adversaries to the issues. Such cases
involve chargeability of benefits to employers’ reserve accounts, registration and reporting
requirements, and refusal of job offers.

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:** 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.

**Specialized Experience:** None for **Level I**

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](#)

**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](https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service)

**APPLICATION MAY BE OBTAINED FROM:**

- www.hawaii.gov/labor/jobs
- 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.