

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

VACANCY ANNOUNCEMENT

**EMPLOYMENT SECURITY APPEALS REFEREE**

**Oahu**

**Recruitment # 19-031**

**Salary: \$5,373 monthly (SR-26)**

**Opening Date: November 7, 2018**

**Closing Date: Continuous**

**RECRUITMENT INFORMATION**

Recruitment Number 19-031. In person interview may be required. Position is located in Honolulu.

**DUTIES SUMMARY**

Conducts quasi-judicial hearings on appeals by claimants and employers relative to the Department of Labor and Industrial Relations' decision on unemployment insurance benefit and related matters; renders formal written decisions to affirm, reverse or modify departmental decisions; and performs other related duties as assigned.

**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:**

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

Excess work experience as described below 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.

**Experience Requirements:**

Except for the substitutions provided, applicants must have had progressively responsible experience of the kind, quality and amounts shown below:

**General Experience:**

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. Such 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:**

Two (2) years of progressively responsible professional or other analytical work experience in 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. Such 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. However, credit will be given for that 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:**

**A.** 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 General Experience.

**B.** 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 on the basis of fourteen (14) semester credit hours for each six (6) months of experience required up to a maximum of one and one-half (1 ½) years of General and/or Specialized Experience.

**C.** 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.

**D.** Excess Specialized Experience may be substituted for the required General Experience on a year-for-year basis.

The information provided represents a summary of the Class Specification and Minimum Qualification Requirements. Please view the information and requirements in their entirety. Click [class specifications](#) and [minimum qualification](#) to view. You can also obtain the information and requirements from the Department of Human Resources Development website at <http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/>

**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>

**ELECTRONIC NOTIFICATION TO APPLICANTS**

The Department of Human Resources Development will use electronic mail (email) to notify application of important information relating to the status and processing of their applications as part of our ongoing efforts to increase operational efficiency, promote the conservation of green resources, and minimize delays and costs.

Please ensure that the email address and contact information you provide is current, secure, and readily accessible to you. We will not be responsible in any way if you do not receive our emails or fail to check your email in a timely manner.

**TESTING INFORMATION**

The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. It is

therefore important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held.

In-person interviews and/or further testing in Hawaii may be required at the discretion of the hiring agency. If in-person interviews and/or further testing are required, applicants who meet the minimum qualification requirements and are referred to the vacancy must be available to participate in person and at their own expense in this phase of the selection process.

Applicants are encouraged to submit their applications as soon as possible. In addition to employment availability and score, the referral of qualified applicants may be based upon other factors including date of receipt of the application.

The State of Hawaii complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If you require reasonable accommodations in completing an application, any pre-employment testing, or otherwise participating in the selection process, please call 808-587-0936 for assistance.

[CLICK HERE](#) for further information about Equal Employment Opportunity, the Merit Civil Service System, Citizenship and other requirements, Reasonable Accommodation, Veterans Preference, Examination Requirements, and the State Recruiting Office's Levels of Review.

**APPLICATION and SUPPLEMENTAL QUESTIONNAIRE MAY BE OBTAINED FROM**  
[www.hawaii.gov/labor/jobs](http://www.hawaii.gov/labor/jobs)

**or**

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

**Recruitment Hours: Mondays thru Fridays 7:45am – 4:30pm**  
**Closed on State Observed Holidays**

**Submit completed Application and Supplemental Questionnaire to**  
Department of Labor and Industrial Relations, 830 Punchbowl St., Room 415,  
Honolulu, HI 96813.

Mailed applications must be postmarked by midnight of closing date.