

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

### **TEMPORARY DISABILITY INSURANCE / HEALTH CARE SPECIALIST IV (III,II,I\*)** **SR-22 / Honolulu** **Salary: \*\$4,413 monthly at Level IV**

**Opening Date: December 20, 2018**

**Closing Date: Continuous**

An Equal Opportunity Employer

#### **RECRUITMENT INFORMATION**

Recruitment Number 19-041. In person interviews may be required. **This recruitment includes consideration at lower levels:**

**\*Consideration may be given at the III, II, and I levels:**

**Temporary Disability Insurance / Health Care Specialist IV (SR-22, Salary: \$4,413 per month)**

**Temporary Disability Insurance / Health Care Specialist III (SR-20, Salary: \$4,079 per month)**

**Temporary Disability Insurance / Health Care Specialist II (SR-18, Salary: \$3,774 per month)**

**Temporary Disability Insurance / Health Care Specialist I (SR-16, Salary: \$3,488 per month)**

**Please indicate at which levels you wish to be considered.**

#### **DUTIES SUMMARY**

Responsible for carrying out all activities for computing and determining adequacy of employers' and collectively bargained TOI plans that deviate from standard or statutory TOI plan; reviewing and taking action on employers' denials of benefits to ensure that such denials are legal and proper; reviewing, evaluating and determining adequacy of prepaid health care plans submitted by individual employees requesting waiver from their employer's group healthcare plans; conducting preliminary reviews of all other prepaid health care plans prior to such plans being studied and evaluated by the Prepaid Health Care Advisory Council; and performing other duties as required.

#### **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 REQUIREMENT:**

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

Excess work experience as described under Specialized Experience, 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 completing a college or university curriculum leading to a baccalaureate degree may be substituted for education 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.

**GENERAL EXPERIENCE REQUIREMENT:**

One-half (1/2) year of progressively responsible professional or other analytical work in claims examination which involved fact-finding, analysis and evaluation to determine eligibility, compensability and other benefits due; the interpretation and application of relevant laws, rules and regulations; and dealing effectively with claimants and others to elicit information orally and in writing.

**SPECIALIZED EXPERIENCE REQUIREMENT:**

**At Level I:** No specialized experience required.

**At Level II:** One-half (1/2) year of progressively responsible administrative, professional or other analytical work which demonstrated possession of knowledge of the Hawaii State Temporary Disability Insurance and Pre-paid Health Care laws, rules and regulations and which involved analyzing, explaining, applying and interpreting those laws, rules and regulations, and pertinent rulings, precedents, and related criteria.

**At Level III:** One (1) year of progressively responsible administrative, professional or other analytical work which demonstrated possession of knowledge of the Hawaii State Temporary Disability Insurance and Pre-paid Health Care laws, rules and regulations and which involved analyzing, explaining, applying and interpreting those laws, rules and regulations, and pertinent rulings, precedents, and related criteria.

**At Level IV:** Two (2) years of progressively responsible administrative, professional or other analytical work which demonstrated possession of knowledge of the Hawaii State Temporary Disability Insurance and Pre-paid Health Care laws, rules and regulations and which involved analyzing, explaining, applying and interpreting those laws, rules and regulations, and pertinent rulings, precedents, and related criteria.

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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>

**Please see the link with this announcement for the application and supplemental questions, or visit the Department of Labor and Industrial Relations, Human Resources 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.