

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

**VACANCY ANNOUNCEMENT**

**UNEMPLOYMENT INSURANCE ASSISTANT III**

**Temporary (Appointment Not to Exceed: 6/30/22)**

Recruitment number: 21-036,21-042, 22-026, 22-027

Salary: \$2,816 to \$3,425 per month  
(SR-9, Step C to H)

**Opening Date: October 23, 2021**

**Closing Date: Continuous**

**RECRUITMENT INFORMATION**

Positions are Full-time, Temporary (Appointment Not to Exceed: 6/30/22). These positions are located in Downtown Honolulu. In person interview may be required. **This job posting will remain open until 30 applications are received. Please apply immediately as this recruitment may close at any time.**

Hiring rates will be based on availability of funds, the applicant's qualifications, and other relevant factors.

**COVID-19 Vaccination Requirement:** As a condition of employment with the State of Hawaii, all qualified candidates who have successfully completed and passed the recruitment process, must show proof of full COVID-19 vaccination at the time a conditional offer of employment is made. Departments will consider reasonable accommodations if requested by a candidate and it is determined through an interactive process that pregnancy, a qualifying disability, or a sincerely held religious belief prevents the candidate from receiving a COVID-19 vaccination. Please note that the COVID-19 vaccination policy above will apply to both new hires not currently employed by the State of Hawaii Executive branch, as well as current State of Hawaii Executive Branch Employees who are being considered for placement into another State of Hawaii Executive Branch position.

**To apply, visit the DLIR Website <http://labor.hawaii.gov/jobs/>**

**MAIL completed APPLICATION and SUPPLEMENTAL QUESTIONS to:**

Department of Labor and Industrial Relations, Human Resources Office  
830 Punchbowl St., Room 415  
Honolulu, HI 96813

**Please ensure your application is LEGIBLE, COMPLETE, and SIGNED. Illegible, incomplete, or unsigned application may be deemed ineligible.**

**DUTIES SUMMARY**

As an entry level Unemployment Insurance Assistant, receives training in the philosophy, objectives and provisions of the Unemployment Insurance laws and programs, procedures, methods and techniques used to accomplish the various work processes; performs the less complex work.

- [Click here to view Class Specifications](#)

**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 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/Experience:** A high school diploma or equivalent **OR** experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill in addition to the ability to make basic mathematical computations, including percentages and averages. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis.

**General Experience:** Two (2) years of progressively responsible general office clerical experience which involved some public contact.

- [Click here to view Minimum Qualification Requirements and relevant substitutions](#)

The Class Specification and Minimum Qualification Specifications can also be obtained 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>

To apply, visit the DLIR Website <http://labor.hawaii.gov/jobs/>

**MAIL completed APPLICATION and SUPPLEMENTAL QUESTIONS to:**

Department of Labor and Industrial Relations, Human Resources Office  
830 Punchbowl St., Room 415  
Honolulu, HI 96813

**Please ensure your application is LEGIBLE, COMPLETE, and SIGNED. Illegible, incomplete, or unsigned application may be deemed ineligible.**

**Please Note:** The Department of Labor and Industrial Relations is handling all aspects of this recruitment. If you have any questions regarding this announcement, please contact at: DLIR.HRO.Admin@hawaii.gov.

**Application must be signed.** (Applications received without signature may not be considered)

Any date-stamped submissions stamped after this job posting closed or no date-stamped submissions delivered after the closing will not be considered.