

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

## **UNEMPLOYMENT INSURANCE SPECIALIST III (II) \***

Recruitment number: 23-010  
Salary: \$4,337 - \$5,282 per month at level III  
(SR-20, Step C to H)

**Opening Date: August 5, 2022**

**Closing Date: See below**

#### **RECRUITMENT INFORMATION**

Position is full-time and located in Honolulu, Oahu. Hiring rates will be based on availability of funds, the applicant's qualifications, and other relevant factors. In person interviews may be required. **This recruitment will remain open through August 15, 2022 or until 15 applications are received, whichever comes first.** Please apply immediately as this recruitment may close at any time.

\*Consideration may be given to lower level at II :  
Unemployment Insurance Specialist II (SR-18 : \$4,012 to \$4,881 per month)

**COVID-19 Vaccination Requirement** : As a condition of employment with the State of Hawaii, all qualified external candidates who have been given a conditional offer of employment must show proof of full COVID-19 vaccination and shall be fully vaccinated by his/her/their employment start date. A reasonable accommodation will be provided 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.

**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, PROOF OF EDUCATION ATTACHED and SIGNED. Illegible, incomplete, or unsigned application may be deemed ineligible.**

#### **DUTIES SUMMARY**

##### **Unemployment Insurance Specialist III**

Performs assignments covering the full range of cases relating to the examination and adjudication of unemployment insurance claims; conducts investigations of fraudulent claims resulting from misstatements by claimants; and performs other related duties as required. An incumbent of a position in this class works under the general supervision of a higher-level unemployment insurance specialist. Supervision is normally received through a review of records, reports and correspondence; and conferences are held to discuss and receive guidance on the more difficult or problem cases.

##### **Unemployment Insurance Specialist II**

Performs a variety of assignments ranging from the simple to moderately difficult, relative to the various State and Federal unemployment insurance benefit programs; and performs other related duties as required. An incumbent works under the close supervision of a higher-level unemployment insurance

specialist as he handles the more difficult and complex cases, and under relaxed supervision when assignments of a simple nature are given him. Case assignments are varied and may be more than moderately difficult to complement professional growth.

[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 (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 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.

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.

#### **Specialized Experience:**

##### **Level III**

One (1) year and six (6) months of 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, and at least one (1) year of the required experience must have been comparable to Unemployment Insurance Specialist II in the State service.

##### **Level II**

Six (6) months of 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 here to view Minimum Qualification Requirements and relevant substitutions](#)

## **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>

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**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 the closing date or no date-stamped submissions delivered after the closing date will not be considered.