

# Department of Labor and Industrial Relations

## Career Opportunity

### Non-Civil Service/Exempt Position

## Unemployment Insurance Call Center Representative Oahu

Recruitment number: NC23-08

**\$2,921 monthly**

Appointment Not to Exceed: June 30, 2023

Date of Issue: November 10, 2022

**LAST DAY TO FILE APPLICATIONS:** Continuous

**Duties Summary** include but not limited to:

#### **Claimant Benefits**

Processes UI claims under applicable laws, determines eligibility for UI, works with parties to resolve issues, reviews contested claims for possible redetermination.

#### **Employer Assistance**

Assists employers with completing and submitting reports; reviews and processes employer-submitted reports; and provides account maintenance.

#### **Fraud Reporting**

Investigates improper benefit payment and UI applications; refers callers to anti-fraud and identity theft resources; and prepares cases for prosecution.

#### **Minimum Qualification:**

High school diploma or equivalent.

#### **Preferred Experience and Skills:**

- Two (2) years of progressively responsible general office clerical experience which involved some public contact.
- Call center experience highly desirable
- Customer service, effective communication, attention to detail

#### **Work Location**

Downtown, Honolulu

**To apply:** Email the following items to [Ullcallcenter@hawaii.gov](mailto:Ullcallcenter@hawaii.gov)

- **Application** All fields on application must be filled in and signed. Incomplete application will not be considered.
- **Resume** (optional)

**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.

#### **Notice of "At Will" Employment:**

The position is exempt from civil service and temporary in nature. Therefore, if appointed to the position, your employment will be considered to be "at will", which means that you may be discharged from your employment at the prerogative of the department head or designee at any time.

**DLIR is an Equal Opportunity Employer/Program Manager**