

Career Opportunity

Department of Labor and Industrial Relations

State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

UNEMPLOYMENT INSURANCE SPECIALIST V

Recruitment number: 23-042
Salary: \$5,282 - \$6,425 per month
(SR-24, Step C to H)

Opening Date: December 7, 2022

Closing Date: Continuous

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 until 15 applications are received.** Please apply immediately as this recruitment may close at any time.

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

Supervises and coordinates the unemployment insurance benefit activities of an operational unit within a metropolitan area; conducts special projects and surveys for program development and improvement; participates in program planning and develops manuals and standards; and performs other related duties as assigned.

[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: Three (3) years 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 IV level or two (2) years of experience must have been comparable to the Unemployment Insurance Specialist III level in the State service.

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

Note: All applicants who are conditionally offered employment or conditionally approved for movement into this position must meet citizen/residency requirements and shall be subject to a comprehensive background check which includes FBI Fingerprinting, criminal records and employment review, in accordance with IRS Publication 1076 and Hawaii Act 132.

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>