

Career Opportunity

Department of Labor and Industrial Relations

State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

DISABILITY COMPENSATION ENFORCEMENT SPECIALIST IV (III,II,I)*

Recruitment number: 23-074

Salary: \$4,692 to \$5,712 per month at level IV
(SR- 22. Step C to H)

Opening Date: May 23, 2023

Closing Date: Continuous

RECRUITMENT INFORMATION

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

*Consideration may be given to lower levels:

Disability Compensation Enforcement Specialist III (SR-20, Salary: \$4,337 - \$5,282 per month, Step C to H)

Disability Compensation Enforcement Specialist II (SR-18, Salary: \$4,012 per month)

Disability Compensation Enforcement Specialist I (SR-16, Salary: \$3,708 per month)

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

Independently conducts a variety of difficult to highly complex enforcement activities for the prevention and detection of violations of the Hawaii State Disability Compensation laws, rules and regulations as a primary work assignment and performs other duties as required; or supervises and participates in performing enforcement assignments for the prevention and detection of violations to the Hawaii State Disability Compensation laws, rules and regulations; and performs other duties as required.

Disability Compensation Enforcement Specialist IV: Includes the following types:

(A) A fully experienced independent enforcement specialist whose assignments predominantly encompass highly complex and difficult enforcement/investigation/compliance problems. Cases are characterized by a predominance of the following factors: (a) lack of precedents, guidelines or policy for conduct of the investigation or interpretation and application of the laws to situations not directly covered; (b) need for considerable skill in persuading employers to accept liability and voluntarily agree to retribute to employees affected by discovered violations and agree to future compliance; (c) need for extensive evaluation and analysis of facts uncovered to determine creditability of facts and evidence as when there are conflicts among statements of parties involved and/or with documentary evidence or lack of conclusive evidence; (d)

strong hostility expressed in contradictions in statements, flat denials, unwillingness to cooperate in providing information or records; suspected deliberate evasion of enforcement efforts (e.g., continual relocation, refusal to supply business records for examination or suspected falsification or alleged lack of records and other subterfuges); (e) continual willful violations of laws, rules and regulations; discovered or suspected violations of other laws, rules and regulations than those three for which the enforcement specialist initiated the investigation.

A position typically works under the general supervision of a higher-level disability compensation enforcement specialist or program manager. Specialists at this level are expected to independently resolve difficult investigative problems or compliance situations encountered but are expected to identify situations which may be precedent-setting relative to the interpretation and application of policy or the law. In these situations, they identify the problem and recommend to the supervisor appropriate handling of the case or need for obtaining legal opinions or litigation.

(B) A working supervisor who participates and performs disability compensation enforcement work. Positions in this category have responsibility for the continued and regular supervision of an assigned unit of specialists. The work involves planning, assigning, reviewing and coordinating their work; providing technical supervision and guidance to subordinate staff; participating in budget preparation and program planning; and reviewing and recommending revisions to operating methods and guidelines. A position of this type works under the general supervision of a higher-level supervising disability compensation enforcement specialist. Work is performed independently within general procedural and administrative guidelines and decisions are not questioned for technical adequacy but reviewed for overall conformance with program policies and legal guidelines.

Disability Compensation Enforcement Specialist III: Independently performs the full range of enforcement activities for the prevention and detection of violations to the Hawaii State Disability Compensation laws, rules and regulations; prepares reports of findings and evaluations; recommends corrective and/or punitive actions and performs other duties as required.

A position in this class functions under the general supervision of a higher-level Disability Compensation Enforcement Specialist. Completed reports of cases are subject to review for technical adequacy and conformance with enforcement methods, principles, practices, goals and objectives and soundness of recommended actions, including determinations of whether violations are willful and/or compliance is unlikely on a voluntary basis and that punitive measures should be taken.

Disability Compensation Enforcement Specialist II:

Performs a variety of enforcement activities ranging from simple to moderately difficult under close supervision in an advanced trainee capacity; and performs other duties as required.

Disability Compensation Enforcement Specialist I:

Serves in a trainee capacity receiving orientation and training in disability compensation enforcement activities; performs simple and routine work under close supervision; and performs other duties as required.

- [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 all basic requirements:

BASIC EDUCATION REQUIREMENT for ALL levels:

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 REQUIREMENT:

Level IV: Two and a half (2 ½) years specialized experience required.

Level III: One and a half (1 ½) years specialized experience required.

Level II: One-half (1/2) year specialized experience required.

Level I: No specialized experience required.

Specialized experience: Progressively responsible enforcement work experience which involved investigating, enforcing and promoting compliance with Hawaii State Disability Compensation laws, rules and regulations (Workers' Compensation, Temporary Disability Insurance or Pre-Paid Health Care). Such experience must have demonstrated the ability to collect facts and other pertinent information through examination of documents and interviewing individuals and the ability to prepare reports of investigations and recommendations.

For the class Disability Compensation Enforcement Specialist III, at least one (1) year of the work experience must have involved enforcement of two of the three Disability Compensation laws, rules and regulations. For the classes Disability Compensation Enforcement Specialist IV, at least two (2) years of the required work experience must have involved enforcement of at least two of the three Disability Compensation laws, rules and regulations cited above.

In addition, for Disability Compensation Enforcement Specialist IV, at least one (1) year of experience must have involved enforcement work comparable in scope, complexity and difficulty to the next lower level (Disability Compensation Enforcement Specialist III).

Substitution Allowed : Progressively responsible enforcement work experience which involved investigating, enforcing and promoting compliance with laws, rules and regulations affecting or relating to employees or which relate to relationships between employees and employers may be substituted for the Specialized Experience required on the basis of one (1) year of such law enforcement experience for six (6) months of Specialized Experience up to a maximum of six (6) months.

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

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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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.