

Career Opportunity

Department of Labor and Industrial Relations

State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

WORKERS' COMPENSATION HEARINGS OFFICER III (II, I) *

Recruitment Number: 23-078
Salary: \$4,692 to \$5,712 monthly at level III
(SR-22, Step C to H)

Opening Date: May 26, 2023

Closing Date: Continuous

RECRUITMENT INFORMATION

This position is located in Honolulu, Hawaii. In person interviews may be required. Hiring rates will be based on availability of funds, the applicant's qualifications, and other relevant factors.

This recruitment will remain open until 15 applications are received. Please apply immediately as this recruitment may close at any time.

*Consideration may be given at II and I level:

Workers' Compensation Claims Specialist II (SR-18, Salary: \$4,012 to \$4,881 per month, Step C to H)

Workers' Compensation Claims Specialist I (SR-16, Salary: \$3,708 to \$4,510 per month, Step C to H)

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

Workers' Compensation Hearings Officer III: Independently examines simple claims for workers' compensation benefits requiring conduct of a hearing; determines amount, and duration of awards; conducts hearings in order to hear viewpoints of claimants and their representatives, representatives of insurance carriers or self-insured employers and others; and performs other duties as required.

Workers' Compensation Claims Specialist II: Prepares workers' compensation injury cases for administrative hearings; recommends awards on disfigurement cases for which hearings are waived; counsels injured employees or their family members on workers' compensation benefits and assists them in filing claims; and performs other duties as required.

Workers' Compensation Claims Specialist I: Receives training and assists in a trainee capacity in activities relating to the Hawaii State Workers' Compensation Program; 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 of the following requirements:

BASIC EDUCATION REQUIREMENT:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described below in the General or Specialized Experience sections, 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.

GENERAL EXPERIENCE REQUIREMENT:

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

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

Level I: No general experience required.

General experience is demonstrated by progressively responsible professional, investigative, or other analytical work which involved gathering, evaluating and analyzing facts and other pertinent information; identifying, evaluating and analyzing issues involved; interpreting and applying provisions of the Hawaii State Workers' Compensation laws, rules and regulations to determine appropriate courses of action; and recommending courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem solving methods and techniques, and prepare clear and concise written reports of facts, issues, application of the law and recommendations for action.

Examples of such experience include (but are not limited to) the following:

(a) Active participation in the examination and determination of disfigurement and/or disability awards for workers' compensation claims.

(b) Enforcement of workers' compensation laws, rules and regulations by investigating and examining employers financial records and/or related personnel records, interviewing employers, employees or others; identification of violations or lack of alleged violations and preparing reports recommending action; and

(c) Representation of self-insured employer, insurance carrier, employee or other party, as a regular work assignment, regarding claims for workers' compensation benefits and awards which involved review of pertinent case documents, determination of issues and advocacy of the clients' position relative to the case.

- [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.gov/manage-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 this job posting closed or no date-stamped submissions delivered after the closing will not be considered.