

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

### Temporary Disability Insurance/Health Care Specialist V (IV) \*

Recruitment Number: 24-001

Salary: \$5,713 to \$6,949 monthly at level V  
(SR-24, Step D to I)

Opening Date: July 5, 2023

Closing Date: See below

#### 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 IV:

Temporary Disability Insurance/Health Care Specialist IV (SR-22, Salary: \$5,076 to \$6,177 per month, Step D to I)

To apply, visit the DLIR Website <https://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

**Temporary Disability Insurance/Health Care Specialist V:** Supervises the operations of a program for claims examination and the statewide review and approval of plans for the Temporary Disability Insurance and Pre-paid Health Care programs of the State; and performs other duties as required.

**Temporary Disability Insurance/Health Care Specialist IV:** Performs the most difficult and complex health care plans review and acceptance activities as a regular assignment; 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-year college or university with a bachelor's degree.

Excess work experience as described under Specialized Experience, or any other responsible administrative, professional, or other analytical work experience which would provide 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 for education 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:**

One-half (1/2) year of progressively responsible professional or other analytical work in claims examination which involved fact-finding, analysis and evaluation to determine eligibility and/or compensability; the interpretation and application of relevant laws, rules and regulations; and dealing effectively with individuals to elicit information orally and in writing.

**SPECIALIZED EXPERIENCE REQUIREMENT:**

**At Level IV:** Two (2) years of progressively responsible administrative, professional or other analytical work which demonstrated possession of knowledge of the Hawaii State Temporary Disability Insurance and Pre-paid Health Care laws, rules and regulations and which involved analyzing, explaining, applying and interpreting those laws, rules and regulations, and pertinent rulings, precedents, and related criteria.

**At Level V:** Three (3) years of progressively responsible administrative, professional or other analytical work which demonstrated possession of knowledge of the Hawaii State Temporary Disability Insurance and Pre-paid Health Care laws, rules and regulations and which involved analyzing, explaining, applying and interpreting those laws, rules and regulations, and pertinent rulings, precedents, and related criteria.

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

The information provided represents a summary of the Class Specification and Minimum Qualification Requirements. Please view the information and requirements in their entirety. Click [class specifications](#) and [minimum qualification](#) to view. You can also obtain the information and requirements from the Department of Human Resources Development website at <https://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/>

**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>

To apply, visit the DLIR Website <https://labor.hawaii.gov/jobs/>

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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](mailto: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.