

Department of Labor and Industrial Relations

Career Opportunity

89-Day Non-Civil Service Appointment **Employment Service Specialist III & II**

NC23-13

\$27.06 hourly at level III

\$25.03 hourly at level II

Date of Issue: May 1, 2023

LAST DAY TO FILE APPLICATIONS: Continuous
Please apply immediately as this recruitment may close at any time.

Duties and Responsibilities include but are not limited to:

- A. Counseling & Case Management – Conducts in-depth interviews to determine the individual's interests, potentials, limitations and barriers to employment.
- B. Job Placement/Development – Provides employment services to individuals and employers in all occupational categories.
- C. Intake – Interviews individuals (separately or in group sessions), in-person or virtually by asking questions in predetermined areas to assess their employment potential and need computerized job matching and/or counseling services.

Minimum Qualification

Bachelor's degree from an accredited four (4) year college or university

Submit an official transcript or a copy of diploma of your college degree as verification.

Preferred Skills and Abilities

- Experience in obtaining employment applications and assessing applicants' qualifications, determining job content and requirements.
- Ability to communicate effectively with a wide range of stakeholders.
- Proficient in Microsoft Office applications, Adobe Acrobat and navigating the internet.

Work Location

Downtown, Honolulu

To apply: **Email** the following items to deirdre.t.yamasaki@hawaii.gov

- **Resume**
- **An official transcript or a copy of diploma of your bachelor's degree (required)** - Application without a proof of your education will not be considered. Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. – Submit foreign education credentials evaluation.

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