

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

## UNEMPLOYMENT INSURANCE SPECIALIST I

### Hilo

Recruitment number: 24-068  
Salary: \$4,011 per month  
(SR-16, Step D)

**Opening Date: April 4, 2024**

**Closing Date: Continuous**

#### RECRUITMENT INFORMATION

This position is full-time, is located in Hilo, Hawaii. 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, and SIGNED. Illegible, incomplete, or unsigned application may be deemed ineligible.**

#### DUTIES SUMMARY

Receive formal and on-the-job training and assist in a trainee capacity in activities relating to the various State and Federal unemployment insurance benefit programs; work under the close supervision of a higher-level unemployment insurance specialist and receive detailed instructions and close review with each assignment; and perform other related duties as assigned.

A trainee is expected to handle relatively simple cases involving issues which are resolved through interviews with claimants, and employers are not adversaries to the issues. Such cases involve chargeability of benefits to employers' reserve accounts, registration and reporting requirements, and refusal of job offers.

- [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.

**Specialized Experience:** None for **Level I**

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.

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

**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 recruitment closed or no date-stamped