

Career Opportunity

Department of Labor and Industrial Relations

State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

DISABILITY COMPENSATION PROGRAM SPECIALIST II (I)

Recruitment number: 24-078

Salary: \$6,177 to \$7,517 per month at level II
(SR- 26. Step D to I)

Opening Date: May 8, 2024

Closing Date: Continuous

RECRUITMENT INFORMATION

Position is full-time and is located in Honolulu, Oahu. 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 level:

Disability Compensation Program Specialist I (SR-24, Salary: \$5,713 to \$6,949 per month, Step D to I)

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

DUTIES SUMMARY

Disability Compensation Program Specialist II : Serves as program officer in disability compensation; and performs other duties as required.

This class reflects responsibility for assisting in the administration of the State's program of disability compensation consisting of workers' compensation, temporary disability insurance, and prepaid health care insurance. A position in this class is concerned with the day-to-day administration of one of the program areas including evaluating operations, recommending statutory and other program changes, recommending personnel and financial needs, coordinating with other program officers, and maintaining effective relationships with public and private sector groups and individuals.

Disability Compensation Program Specialist I : Conducts staff studies, evaluates program effectiveness, and recommends changes and applicability of pertinent laws, rules, regulations, policies and procedures for statewide administration; drafts and develops staff guidelines and public informational materials, and carries out their implementation and dissemination; and performs other duties as required. This class represents the principal technical support to a program staff officer relative to one of the areas of the State's program of disability compensation. Studies, recommendations and conduct of activities relate to all areas of program planning, development, implementation and evaluation.

- [Click here to view Class Specifications for Level II](#)
- [Click here to view Class Specifications for Level I](#)

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 college or university.

Excess work experience as described below in the specialized experience or other sections or any other progressively 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 fulfilling a prescribed college curriculum may be substituted for education on a year-for-year basis.

The education or experience background must also demonstrate the ability to write clearly and comprehensively such items as reports and analyses; read and interpret complex written material; speak persuasively and effectively; and solve administrative problems logically and systematically.

GENERAL EXPERIENCE REQUIREMENT for level II and I

Two-half (2 ½) years general experience required.

General experience is demonstrated by progressively responsible administrative, professional or technical work experience which involved analyzing, interpreting and evaluating technical material; solving technical, managerial or administrative problems by applying problem solving methods and techniques, such as defining and analyzing problems to identify issues involved, developing, weighing and proposing alternative courses of action, and recommending appropriate courses of action; and writing narrative reports in a clear and concise manner. Such experience must also demonstrate the ability to learn and apply technical principles, theories and techniques in the application and interpretation of laws, rules, regulations, policies and procedures; establish and maintain good working relationships with a wide range of individuals; speak well before others; follow oral and written instructions and determine and adhere to priorities.

SPECIALIZED EXPERIENCE REQUIREMENT:

Level II : Two (2) years of specialized experience is required.

Level I : One (1) year of specialized experience is required.

Specialized experience is demonstrated by progressively professional work experience which demonstrated knowledge and application of laws, rules and regulations relative to disability compensation. Such experience must have provided the applicant with a knowledge of principles and concepts of wage loss replacement and indemnification; familiarity with medical terminology; and basic management principles.

For the Disability Compensation Program Specialist II, at least one (1) year must have been in the specific program area to which the position is assigned. Such experience must have provided the applicant with a good working knowledge of subject matter principles, concepts and practices.

Supervisory Experience: For the Disability Compensation Program Specialist II level, applicants must demonstrate supervisory aptitude, if all of the experience requirement has been met through staff experience. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which

opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Administrative Aptitude: For the Disability Compensation Program Specialist II level, administrative aptitude rather than administrative experience may be accepted. Administrative aptitude is the demonstration of aptitude or potential for the performance of administrative duties through successful completion of regular or special assignments which involved some administrative activities (e.g., in planning, organizing, promoting and directing a program providing staff advice and assistance); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates an awareness of management problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles which were learned to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; or success in trial assignments to managerial and/or administrative tasks.

Non-qualifying Experience: Clerical work experience or supervision of clerical operations per se, although they may have been in the area of disability compensation, is not qualifying.

Substitutions Allowed: Excess Specialized Experience may be substituted for the General Experience required on a month-for-month basis.

- [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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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.

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.