

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

## EMPLOYMENT SECURITY APPEALS REFEREE

### OAHU

Recruitment number: 25-041  
Salary: \$6,399 to \$7,787 per month  
(SR-26, Step D to I)

**Opening Date: November 1, 2024**

**Closing Date: Continuous**

#### **RECRUITMENT INFORMATION**

This position is full-time, permanent, and is located in Downtown, Honolulu. 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.**

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**

Conducts quasi-judicial hearings on appeals by claimants and employers relative to departmental decisions on unemployment insurance benefit matters; renders formal written decisions to affirm, reverse or modify departmental decisions; and performs other related duties as assigned.

This class involves responsibility for conducting on a statewide basis, quasi-judicial hearings on appeals of decisions made by the Director of Labor and Industrial Relations relative to unemployment insurance benefit, coverage and related matters; and for rendering formal written decisions to affirm, reverse or modify the director's decisions on such cases. Such decisions are subject only to review and adjudication by the circuit courts upon further appeal.

- [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.

The education or experience background must demonstrate the ability to write clear and comprehensive materials such as reports and analyses; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements:**

Except for the substitutions provided, applicants must have had progressively responsible experience of the kind, quality and amounts shown below:

**General Experience:**

Three (3) years of progressively responsible professional or other analytical work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems; and identifying, evaluating and analyzing issues involved and interpreting and applying various statutory provisions, rules or regulations to determine and recommend appropriate 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 laws, rules, regulations and procedures and recommendations for action.

**Specialized Experience:**

Two (2) years of progressively responsible professional or other analytical work experience in one or a combination of the following:

**A.** Responsible experience which demonstrated knowledge of procedures and requirements pertinent to conducting hearings of contested cases in government. Such experience may have been obtained through work which involved either: (1) conducting hearings of contested cases in government including time required to conduct research and study preparatory to conducting hearings and subsequently to analyze the evidence and prepare findings of fact, conclusions of law and recommendations or decisions as applicable; or (2) serving as a responsible representative of a party at, or actively participating as a party in such hearings including time required to conduct research and study preparatory to the hearing, gathering and evaluating facts to be submitted as evidence and preparing analyses or memoranda subsequent to hearings, as applicable. Experience in either conducting hearings or representing or being an active party in hearings need not have been on a full-time basis. However, credit will be given for that portion of time in which the above activities were actually performed.

**B.** Experience which demonstrated thorough knowledge of unemployment insurance laws, rules and regulations. Evidence of such level of knowledge includes work as a supervisor over lower-level unemployment insurance claims examiners which included responsibility for the coordination of work, training and the review and evaluation of the propriety of benefits determination work performed by subordinates; as a professional performing the most difficult and complex unemployment insurance assignments involving the investigation of disputes under the employment insurance law; or as a program specialist responsible for evaluating unemployment insurance program operations and developing or revising policies, procedures and techniques and providing technical advice to supervisors and others.

**Non-Qualifying Experience:** Clerical work experience, although it may be in the field of appeals processing or unemployment insurance claims examination and other application of law, is not qualifying.

**Substitutions Allowed:**

**A.** A master's degree from an accredited college or university which required completion of research and the preparation of extended reports may be substituted for one (1) year of General Experience.

**B.** Satisfactory completion of coursework required for a law degree from a school of law accredited by a nationally recognized specialized accrediting body (or coursework deemed comparable by a nationally recognized specialized accrediting body) which included study of techniques of legal research and writing, administrative law, rules of evidence, and civil procedures may be substituted for the General or Specialized Experience on the basis of fourteen (14) semester credit hours for each six (6) months of experience required up to a maximum of one and one-half (1 ½) years of General and/or Specialized Experience.

**C.** A law degree from a school of law accredited by a nationally recognized specialized accrediting body (or a law degree deemed comparable by a nationally recognized specialized accrediting body) may be substituted for all of the General and Specialized Experience.

**D.** Excess Specialized Experience may be substituted for the required General Experience on a year-for-year basis.

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

**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 email 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 recruitment closed or no date-stamped