



HAWAII HEALTH SYSTEMS

C O R P O R A T I O N

"Touching Lives Every Day"

VACANCY ANNOUNCEMENT

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: March 24, 2010 (rev April 7, 2010)
JOB TITLE(S): **PERSONNEL PROGRAM ADMINISTRATOR**
RECRUITMENT NO: HHSC 1003
SALARY: EM08 (Negotiable)
LOCATION: Hawaii Health Systems Corporate Office
Honolulu, Hawaii

"Per the collective bargaining agreement as negotiated with HGEA, the salary amount is 5% less than the posted salary schedule rate as of September 30, 2009."

DUTIES: Responsible for assisting in overseeing the Corporate Human Resources Office and system-wide Human Resource programs; works with the Personnel Program Manager on collective bargaining and labor relations, provides supervision over training, recruitment and classification which are major personnel functional areas in the HHSC. The incumbent in this position provides advisory services, support, and assistance services of the most complex nature to the Vice President/Director of Human Resources. This position also provides support and assistance to supervisors, managers, human resources personnel, and other key personnel in the HHSC. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Education/Experience Requirement: 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 progressively responsible administrative, professional or other analytical work experience which 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 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.

Specialized Experience: Three years and six months (3 1/2) of experience in one or any combination of personnel management functions; i.e., recruitment, placement, examination, position classification, pay or wage administration, employee management relations services, employee development, personnel program development, personnel research, and labor relations.

Such experience must show ability to deal satisfactorily with fellow workers and operating personnel, to recognize problems in the operation of a personnel program, to suggest practical solutions, and

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, HAWAII HEALTH SYSTEMS CORPORATION AT (808) 733-4162 (VOICE/TDD) TO DISCUSS SPECIAL NEEDS IN APPLYING.

An Equal Opportunity Employer

ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF TEN (10) CALENDAR DAYS

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otherwise to accept substantive responsibility in the field of personnel administration. Clerical and technical experience in a personnel program involving work which is limited to the application of personnel rules, regulations, and procedures in support of the personnel functions described above is not qualifying.

Staff Specialist Experience: Applicants must have had **either** staff specialist **or** supervisory experience of the type and quality described below:

A. Staff Specialist Experience: Two (2) years of personnel management and/or labor relations specialist experience performing work regularly encompassing difficult and complex situations and problems with responsibility for furnishing advisory services to management in the overall aspects of program development and evaluation; or personnel management specialist and/or labor relations experience performing extensive and intensive work on the most complex and difficult assignments in program development and evaluation, development of new and revised procedures, review of working situations to assure that departments are following guidelines for sound personnel practices, development of legislative proposals or analysis of the impact of proposed legislation, and conduct of research aimed towards improving the personnel administration system.

B. Supervisory Experience: Two (2) years of work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

Administrative Experience: One (1) year of experience in the field of personnel management and/or labor relations which involved active participation in and major responsibility for the development, management, execution, and coordination of policies, activities, and programs.

Selective Certification: Of the above six and one-half (6-1/2) years of experience required, two (2) years must have consisted of experience in one or a combination of the following labor relations functions which involved applying knowledge of the laws, rules and regulations in the field of labor relations; directly participating in collective bargaining negotiations as a spokesperson or in a staff support capacity; recommending the adjustment or denial of grievances; interpreting collective bargaining agreements; recommending solutions to labor relations problems including developing acceptable alternatives with applicable parties.

Substitutions Allowed:

Substitution of Education for Experience:

1. Possession of a bachelor's degree from an accredited college or university in personnel administration or a major in human resource management which included at least 15 semester credit hours or coursework covering recruitment; selection; job evaluation; wage, salary and benefits administration; managerial leadership in employee relations and services; organizational management; labor laws and labor relations may be substituted for six (6) months of the specialized experience.
2. Possession of a master's degree from an accredited college or university in personnel administration or with a concentration in human resource management (HRM) with a minimum of 15 graduate credit hours in HRM coursework may be substituted for one (1) year of the specialized experience.
3. Possession of a Ph.D. degree from an accredited college or university in personnel administration or human resource management may be substituted for two (2) years of specialized experience.

Substitution of Staff Specialist/Supervisory Experience for Specialized Experience: Excess staff specialist/supervisory experience may be substituted for specialized experience on a year-for-year basis.

QUALITY OF EXPERIENCE: 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 have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at the **Hawaii Health Systems Corporation**, Human Resources Office, 3675 Kilauea Avenue, Honolulu, HI 96816. You can call (808) 733-4162, (Voice/TT), Toll Free (800) 845-6733, e-mail: jobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: 08:00 am – 12:00 pm at which time applicants are able to complete an application and have their application reviewed by the Corporate Human Resources Office.

Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. the specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. any additional information you want to submit to substantiate your request. **If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.