



OAHU REGION HAWAII HEALTH SYSTEMS CORPORATION

VACANCY ANNOUNCEMENT CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: SEPTEMBER 6, 2024
JOB TITLE: PURCHASING TECHNICIAN I
(Temporary, Full-time with Benefits)
RECRUITMENT NO: OR 24-24
JOB LOCATION: MALUHIA, KALIHI, KAPALAMA, PALAMA, OAHU*
SALARY RANGE: \$3,484.00 per month (SR-11)

DUTIES: The Purchasing Technician I is responsible for performing a variety of purchasing activities and tasks involved in the purchasing of equipment, supplies, materials and services for the hospital. Performs other related duties as assigned.

***The incumbent of this position may provide services at Leahi Hospital.**

MINIMUM QUALIFICATION:

Basic Education/Experience Requirement: Experience requiring knowledge of English grammar and spelling and the ability to read, comprehend and apply written directions, and the ability to make basic mathematical computations including percentages. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis. This requirement may also be met by possession of a high school diploma with satisfactory completion of coursework in English and arithmetic.

General Experience: Two (2) years of responsible work experience which demonstrated the ability to request information from others and to explain procedural requirements orally and in writing and which demonstrated knowledge/experience as described under (a) or (b) below or a combination of both:

(a) Experience requiring the possession and application of a good working knowledge of governmental purchasing methods, laws, regulations, policies, procedures and requirements. Examples of qualifying experience include account clerical or pre-audit work which involved the examination of documents supporting governmental purchases (e.g., authorizations for purchases, requisitions, invoices, purchase orders, contracts, statewide central purchasing lists, etc.) for validity and accuracy and that proper procedures were followed and the preparation or review and approval of vouchers authorizing payments.

(b) Experience preparing and submitting requisitions for purchasing where the work involved all aspects of the following: (1) gathering information regarding the desired product and alternatives by gathering brochures and discussing/requirements with requestors and vendors, (2) obtaining information regarding prices and/or obtaining quotations, (3) writing up the requisition for submittal for purchasing, and which (4) demonstrated an understanding of purchasing policies, procedures and requirements.

Non-Qualifying Experience: Experience in the requisitioning of goods which did not involve the conduct of information-gathering and writing as described under General Experience, above, is not qualifying. Experience in the authorization or review of payroll claims is not qualifying.

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

MEDICAL/PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be contingent on successfully passing a pre-employment physical examination, which includes drug screen and other regulatory medical requirements such as, but not limited to, two-step tuberculosis (TB) screen. The cost for physical examinations, except the cost for drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation.

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 (e.g.);** Leahi Hospital Human Resources Office, 2nd Floor 3675 Kilauea Avenue, Honolulu, HI 96816. You can call (808) 733-8070, (Voice/TT), Toll Free (800) 845-6733, e-mail: ohujobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: 8:00am to 3:30pm at which time applicants are able to complete an application and have their application reviewed by the facility 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.

Substitutions Allowed:

Substitution of Specialized Experience for General Experience: Excess Specialized Experience may be substituted for General Experience on a week-for week basis.

Substitution of Education for Experience: Successful completion of coursework at an accredited business or technical school, college or university may be substituted for Specialized Experience on the basis of 15 semester hours of which five (5) semester hours were in purchasing, for each half year (6 months) of Specialized Experience up to a maximum of one (1) year.

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