

OAHU REGION
LEAHI HOSPITAL/MALUHIA
HAWAII HEALTH SYSTEMS CORPORATION

3675 Kilauea Avenue v Honolulu, Hawaii 96816 v Telephone: (808) 733-8067 v FAX: (808) 733-9811

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: NOVEMBER 16, 2016
RECRUITMENT NO: OR 52-16
JOB TITLE: SECRETARY II (**Temporary, Full-time, w/ Benefits**)
JOB LOCATION: MALUHIA, KALIHI/KAPALAMA/PALAMA, HONOLULU, OAHU*
SALARY RANGE: \$2,855.00 per month (SR-14) *revised 01/01/2017*

Position may be extended or converted to permanent with Management Approval.

DUTIES: This position is located in the Nursing Office at Maluhia. This position serves as Secretary to the Director of Nursing (DON), and participates in performing complex clerical work, including taking dictation, receiving and routing callers, and scheduling interview appointments.

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

MINIMUM QUALIFICATION:

Education: High School Graduate preferred.

Experience and Training:

General Experience: Six (6) months of work experience which involved performance of tasks which demonstrated knowledge of English grammar, spelling and arithmetic; and the ability to read and understand oral and written instructions, and speak and write simply and directly.

Specialized Experience: Two (2) years progressively responsible typing, stenographic and/or substantive clerical work which duties demonstrated possession of, in addition to the knowledge and abilities noted under General Clerical Experience, knowledge of common office appliances and equipment and the ability to carry out procedures in clerical work systems and to perform secretarial tasks including, but not limited to, several of the following: serving as telephone and walk-in receptionist; maintaining a system of files; making travel arrangements; composing correspondence; obtaining and presenting information from files; routing correspondence; reviewing outgoing correspondence for format, grammar, spelling and typography; maintaining a log of pending work; etc.

Substitutions Allowed:

Any combination of work experience and/or education, although not cited elsewhere in this specification, which clearly demonstrates the applicant's possession of knowledge, skills and abilities comparable in quality and quantity to that described in this specification may be accepted as satisfying a portion or all of the minimum qualification requirements.

Supplemental Forms: Applicants must submit **at the time of application** the Supplement for Clerical Positions. Applicants must also submit evidence of the appropriate training (e.g., official transcript, certificate, or diploma) in order to be given credit for education. A legible photocopy will be accepted; however, the Hawaii Health Systems Corporation reserves the right to request for an official copy.

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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.

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 (e.g.);** Human Resources Office, 3675 Kilauea Avenue, Honolulu, HI 96816. You can call (808) 733-8067, (Voice/TT), Toll Free (800) 845-6733, e-mail: oahujobs@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.

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, HAWAII HEALTH SYSTEMS CORPORATION AT (808) 733-7909 (TTD) TO DISCUSS SPECIAL NEEDS IN APPLYING.

Substitution of Education for Experience:

1. Graduation from high school with courses in basic English and arithmetic may be substituted for the six (6) months of General Clerical Experience.
2. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree or diploma at an accredited community college, business or technical school which included courses in business English, arithmetic, office clerical procedures, and office machines will be deemed equivalent to one (1) year of Specialized Clerical Experience as noted by the single asterisk (*).
3. Partial completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum at an accredited community college, business or technical school which included courses in business English, arithmetic, office clerical procedures, and office machines will be substituted for the Specialized Clerical Experience as noted by the single asterisk (*) on a month-for-month basis.
4. Education in an accredited university in a baccalaureate program may be substituted for the Specialized Clerical experience noted by the double asterisk (**), on the basis of fifteen (15) semester hours for six (6) months of experience, up to a maximum of one (1) year provided it included at least two or more courses such as: human relations in business, business correspondence or communications, principles of management, personnel management relations, office management, business administration, etc.

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NAME: _____

SUPPLEMENT TO THE APPLICATION FOR CLERICAL POSITIONS

Indicate your typewriter preferences: Electric _____ Manual _____

INSTRUCTIONS: Under each category, please check off those courses which you completed and list any other courses that are pertinent to the position for which you are applying.

High School

| <u>Subject</u> | |
|--------------------------|--|
| _____ English | |
| _____ Arithmetic or Math | |
| _____ Typing | |
| _____ Shorthand | |
| _____ _____ | |
| _____ _____ | |

Business/Technical School or Community College

| <u>Subject</u> | <u>Credits</u> | <u>Degree or Certificate Received & Major</u> |
|---------------------------------|----------------|---------------------------------------------------|
| _____ English | _____ | |
| _____ Math | _____ | |
| _____ Typing | _____ | _____ |
| _____ Shorthand | _____ | |
| _____ Office Procedures | _____ | <u>Total Number of Credits Completed</u> |
| _____ General Office Procedures | _____ | |
| _____ Office Machines | _____ | _____ |
| _____ _____ | _____ | |
| _____ _____ | _____ | |

University

| <u>Subject</u> | <u>Credits</u> | <u>Degree Received and Major</u> |
|-----------------|----------------|------------------------------------------|
| _____ English | _____ | |
| _____ Math | _____ | _____ |
| _____ Typing | _____ | |
| _____ Shorthand | _____ | <u>Total Number of Credits Completed</u> |
| _____ _____ | _____ | |
| _____ _____ | _____ | |

Others

In this section, list any other training not covered above. List the school or program where the training was administered, the contents of the training and the length of the program.

SAMPLE:

| <u>School of Program</u> | <u>Courses Covered</u> | <u>Length of Training</u> |
|--------------------------|---------------------------------------------------------------------|-----------------------------------------|
| MDTA | English, arithmetic, office practices Typing, telephone courtesy | total of 520 hours from 3/96 to 8/96 |

I certify that all statements made on this supplemental form are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission whenever discovered, is grounds for the denial of or immediate separation from employment.

Signature: _____

Date: _____