

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: JULY 17, 2018
JOB TITLE: STORES CLERK II (*Temporary, Full-time, w/ Benefits*)
RECRUITMENT NO: OR 23-18
JOB LOCATION: MALUHIA HOSPITAL, KALIHI/KAPALAMA, PALAMA, OAHU*
SALARY RANGE: \$2,394.00 per month (SR-08)

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

DUTIES: Responsible for filling the requisitions and delivers the supplies; receives and checks incoming deliveries from outside agencies; and performs clerical duties. Performs other related task as assigned.

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

MINIMUM QUALIFICATION

Basic Requirement: Applicants must possess either experience (paid or unpaid), education, training or any combination thereof which demonstrated the ability to read and understand detailed but routine instructions or procedures; compare words and numbers quickly and accurately and perform mathematical calculations including multiplication and division.

General Experience: One half (1/2) year of work experience which involved a variety of clerical tasks which demonstrated knowledge of arithmetic including multiplication and division; and the ability to follow oral and written instructions, carry out procedures in clerical work systems, speak and write simply and directly, and compare words and numbers quickly and accurately.

Specialized Experience: One half (1/2) year of work experience which involved the performance of clerical work which demonstrated knowledge of storekeeping practices, methods and procedures, and inventory recordkeeping procedures.

Substitutions Allowed:

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

Substitution of Education for Experience:

For General Experience:

1. Successful completion of a substantially full-time equivalent clerical curriculum of a duration of six months or more at an accredited community college, business or technical school, which included courses in (a) English and (b) mathematics or bookkeeping may be substituted for the General Experience required.
2. Education in an accredited university in a baccalaureate program with courses in (a) English and (b) mathematics or accounting may be substituted for the General Experience required on the basis of 15 semester hours for 6 months of experience.

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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: 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.

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

For General and Specialized Experience:

1. Successful completion of a substantially full-time equivalent clerical curriculum of a duration of a year or longer, leading to a degree or diploma at an accredited community college, or at a business or technical school which included courses in (a) basic English, (b) mathematics or bookkeeping and (c) storeroom operations, supply management, or a related course, will be deemed to have met the experience requirements for the Store Clerk II level.
2. Successful completion of a substantially full-time equivalent clerical curriculum leading to a degree, diploma, or a certificate of achievement at an accredited community college, or business school or technical school which was for a period of less than one (1) year may be substituted for the General of Specialized Experience on a month-for-month basis provided the training included courses in (a) basic English, (b) mathematics or bookkeeping and (c) storeroom operations, supply management, or a related course.
3. Education in an accredited university in a baccalaureate program with courses in (a) English, (b) mathematics or accounting, and (c) supply management or a related course may be substituted for 6 months of the General Experience and up to 6 months of the Specialized Experience on the basis of 15 semester hours for 6 months of experience.

License Required: Some positions may require the possession of a valid State of Hawaii motor vehicle operator's license.

Supplemental Forms: Applicants are required to complete and submit the **Supplement to the application for stores clerk** at the time of application.

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**SUPPLEMENT TO THE APPLICATION FOR
STORES CLERK II**

*Please answer the following question and attach it to your application. The information will be used for evaluating your application for the minimum qualification requirements. **Failure to answer may result in your application being rejected.***

The physical responsibilities of the Stores Clerk II position require lifting and carrying moderate to heavy loads (25 to 45 pounds). Are you able and willing to perform these duties?

YES

NO

Signature _____ Date _____