CAREER OPPORTUNITY

State of Hawaii, Department of Human Services
1390 Miller Street Honolulu, Hawaii 96813

Opening Date:
January 22, 2013

03201-5:010906:13

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

VOCATIONAL REHABILITATION SPECIALIST I - DHS RECRUITMENT NO. 13-03
(STATE PLAN COUNSELOR)
WAILUKU/KAHULUI, MAUI EMPLOYMENT ONLY
$3,002 (SR-16) per month

JOB DUTIES:

VOCATIONAL REHABILITATION SPECIALIST I (VRS I): The VRS I is a trainee level. Work is designed to train incumbents for the VRS II (advanced trainee) and VRS III (journey) levels. *Incumbents are expected to progress to the VRS III journey-level which will require obtaining a Master's degree in Rehabilitation Counseling. The division has an established operational training plan to be followed regarding requirements and timelines for reallocation.*

The incumbent is expected to meet all the admission criteria for enrollment and acceptance into the Graduate Division for a CORE accredited graduate program in rehabilitation counseling upon completion of their initial probationary period. The incumbent must graduate and receive their master's degree in rehabilitation counseling within eight (8) semesters and two (2) summer sessions of enrollment.

The primary purpose of the typical VRS I position is to learn the vocational rehabilitation casework process and program requirements for providing services to individuals with disabilities in order to progress to the next level in the VR Specialist series.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: A Bachelor's degree from an accredited college or university.

HOW TO APPLY:

1. Applications are available at the Department of Human Services (DHS) - Personnel Office or at http://humanservices.hawaii.gov/employment-opportunities/, the DHS - Vocational Rehabilitation and Services to the Blind Division-Maui Branch, the State Recruiting Office, County Departments of Personnel, Work Force Development Offices, Lanai Public Library, and Bond Memorial and Kealakekua Public Libraries on the island of Hawaii.
2. Complete and return all forms to the Department of Human Services - Personnel Office, 1390 Miller Street, Room 202, Honolulu, Hawaii 96813. Your application may be rejected if the required documentation as identified below is not submitted at the time of application. A legible photocopy of your application with current information and an **original signature** will be accepted.

REQUIRED FORMS/DOCUMENTATION:

You must submit the following forms/documentation together with your application or your application may be rejected:

1. To be given credit for education, **transcripts** must be submitted. A photocopy will be accepted; however, DHS reserves the right to request for an official copy.

TESTING INFORMATION:

The examination for this recruitment will be conducted on an unassembled basis, where the examination score is based on an evaluation and rating of your education and experience. It is, therefore, important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held.

(Continued on page 2)

QUALITY OF EXPERIENCE: 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. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours you worked per week.

NOTE: The Department of Human Services will not withhold the referral of names of eligibles for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

EXAMINATION: Unless otherwise specified in this announcement, you must qualify on an appropriate examination designed to measure your knowledge and skills necessary for satisfactory performance of the duties and responsibilities of this class of work. If you are required to report for a written, oral and/or performance test, you will be notified at a later date of the time and place of the examination.

If you must take an examination but require special accommodation, please call the Recruitment and Examination Staff at 586-4959 (v/t) as soon as possible. You should be prepared to provide medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

MERIT OR CIVIL SERVICE SYSTEM: You must meet minimum qualification requirements, including education, experience, and other public employment requirements for State Civil Service Employment.

The names of applicants will be referred based on their examination grade and availability for employment. The employing agency may select **any one** of the eligibles referred. The names of those not selected will be kept on an eligible list for no less than the period indicated on the eligible's Notice of Examination Results and Eligibility card.

CITIZENSHIP REQUIREMENT: You must be a citizen, permanent resident alien, or national of the United States; however, if you are a non-citizen with employment authorization from the U.S. Immigration and Naturalization Service, you may also apply.

VETERAN'S PREFERENCE: If you are claiming the 5 or 10 point Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying period(s) of your service at the time of application.

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 State of Hawaii 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.

HOW TO FILE: Applications should be submitted in person or by mail to:

Department of Human Services
1390 Miller Street, #202
Honolulu, Hawaii 96813

WHEN TO FILE: File applications immediately. Mailed applications and supplemental materials should be postmarked by midnight of the last day to file applications. For positions indicating *Continuous Recruitment Until Needs Are Met*, the last day to file applications will be posted in the Personnel Office at the address listed above.

NOTIFICATION: You will be notified, in writing, of your employment eligibility.

INTERNAL COMPLAINT AND APPEAL:

Internal Complaint: If you do not agree with an action taken on your application, you may file an internal complaint. This must be done by submitting the Department of Human Services Internal Complaint Form, DHS9005 to the Department of Human Services, Personnel Office within seven (7) working days after the date of the notice. A review will not be conducted if you do not file your complaint within the seven (7) working day limit.

Appeal: If you do not agree with the internal complaint decision or action taken by the Department of Human Services, you may appeal to the State Merit Appeals Board within 20 days from the date of your notice. Persons wishing to file an appeal with the Merit Appeals Board must first complete the Internal Complaint process.

Initiating the internal complaint or appeal process shall not suspend or delay the referral of other qualified internal, non-competitive or external, open-competitive applicants, or cause the suspension or reversal of completed applicant selection and appointment(s).

An Equal Opportunity Employer

STATE OF HAWAI'I
APPLICATION FOR CIVIL SERVICE POSITIONS
DEPARTMENT OF HUMAN SERVICES
Personnel Office/RES, P.O. Box 339, Honolulu, Hawaii 96809

GENERAL INSTRUCTIONS: Please type or print legibly in ink.

The information you provide will be used to determine whether you qualify for the job(s) for which you are applying.

- Your entire application and attachments (if any) must be received only at the Personnel Office above.
- Before applying, read the job requirements described in the **Announcement** carefully to determine if you qualify for the job.
- Any additional required forms described in the **Announcement** can be obtained from this office.
- Answer the questions completely and accurately. Your application may be rejected if it is incomplete or you may be disqualified or dismissed from employment if you provide false information.
- You must notify this office in writing of any changes to your name, address, telephone number or availability information.
- We will not be responsible for any mail or correspondence which does not reach you.
- Your application and supporting documents are confidential and become our property. Please keep copies for your own record.
- The information you submit on this form may be verified.
- The information on pages 1 and 2 will not be released to persons involved in the appointment process.

The State of Hawai'i is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

1. CITIZENSHIP STATUS. The requirement for citizenship must be met at the time of application. Place a checkmark in the appropriate block:

A. ☐ Citizen of the U.S.

B. ☐ National of the U.S. (includes persons born in American Samoa, including Swain's Island.)

C. ☐ Permanent Resident Alien of the U.S.

D. ☐ Other – Non-citizen authorized under federal law to work in the U.S.

If you selected "Other-Non-Citizen" in Question #1D, do you have an Employment Authorization Document (EAD) or other documentation allowing you to work in the U.S. without restrictions and/or employer sponsorship?

☐ Yes ☐ No

Please explain your "Yes" or "No" answer. _____

_____

_____

2. UNITED STATES MILITARY SERVICE.

Veterans Preference I claim *(see description below)*

☐ 5 points ☐ 10 points

Serial or Service No.: _____

Date Entered Service: _____

Date Separated From Service: _____

Type of Last Separation:

☐ Honorable ☐ Other than honorable

5 points veterans preference may be awarded to honorably separated veterans who served on active duty in the U.S. Armed Forces:

A. During the period December 7, 1941 to July 1, 1955;

B. For more than 180 consecutive days from Jan. 31, 1955 through Oct. 14, 1976 (Not including initial active duty for training under Reserve or National Guard programs);

C. In a campaign or expedition for which a campaign badge or service medal was authorized.

10 points veterans preference may be awarded to:

A. Honorably separated veterans with service-connected disability; including those awarded the Purple Heart;

B. The spouse of an honorably separated veteran with a service-connected disability which disqualifies the veteran from State positions in his/her usual occupation;

C. An unremarried, surviving spouse of a person who died while on active duty, or of an honorably separated veteran who served during the periods cited above.

To receive 5 points, you must submit a copy of your DD-214 showing dates of honorable service with this application. To receive 10 points, you must submit an official statement from the Veterans Administration or armed service dated within the past 12 months which confirms your qualification to receive 10 points preference. Spouses or widows must also submit evidence of marriage, and, as applicable, veteran's death.

3. _____

JOB TITLE APPLYING FOR

4. _____

RECRUITMENT NUMBER

5. **NAME:** _____

Last First Middle

6. **OTHER NAMES USED OR FORMER LAST NAME:** _____

7. **MAILING ADDRESS:** _____

P.O. Box or Number and Street

_____

City State Zip Code

8. **PHONE NUMBER:** _____

Home Other

9. CERTIFICATE OF APPLICANT

I hereby certify that all statements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the service of the State of Hawai'i. I have read the terms or conditions stated on this application and understand that there may be additional employment-related tests as required.

_____ _____

Date Original Signature of Applicant

STATE OF HAWAI'I APPLICATION FOR CIVIL SERVICE POSITIONS

The information on pages 1 and 2 will not be released to persons involved in the appointment process.

Information requested in items 10 through 17 is needed to make determinations on your suitability for employment. Convictions, dismissals from employment or dishonorable separations from military service do not automatically disqualify you from employment. The circumstances of each individual case will be evaluated against the requirements of the position for which you have applied, to determine suitability for employment.

10. DISMISSALS FROM EMPLOYMENT AND/OR DISHONORABLE SEPARATIONS FROM MILITARY SERVICE

Within the past five years, were you:

A) Fired, terminated for cause, dismissed, discharged or asked to resign from employment? ..... ☐YES ..... ☐NO

B) Separated from military service under conditions other than honorable? ..... ☐YES ..... ☐NO

(If you answer "Yes" to question 10A or 10B, please indicate in item #11 below, the date and reasons for your dismissal from employment or separation from military service. For dismissals from employment, provide also the name and address of the employer.)

11. _____

_____

_____

_____

12. CONVICTION OF A VIOLATION OF LAW

A) Have you been convicted of a violation of law? ..... ☐YES ..... ☐NO

Report state, federal, military, international and other convictions. Convictions of felony and misdemeanor offenses (including petty misdemeanor, DUI, contempt of court, etc.) must be reported.

NOTE: In answering this question, you need NOT report the following:

(1) Arrests not followed by convictions;
(2) Convictions which were annulled or expunged;
(3) Offenses for which you were tried as a minor or juvenile;
(4) Convictions of offenses punishable by fine only. (You must report any conviction that **could have** resulted in a jail sentence even if your sentence was only a fine. If you are in doubt, please answer "YES" and explain in item #13 below.)
(5) Convictions of a misdemeanor in which the period of 20 years has elapsed since the date thesentence was fulfilled and during which elapsed time there has not been any subsequent arrest or conviction.

B) Within the past three years, have you been convicted of any offense related to controlled substances? ..... ☐YES ..... ☐NO

C) Have you ever been convicted of any act, attempt, or conspiracy to overthrow the State or federal government by force or violence? ..... ☐YES ..... ☐NO

(If you answer "Yes" to question 12A, 12B, or 12C, indicate in item #13 below, the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.)

13. _____

_____

_____

_____

14. SUSPENSION OR REVOCATION OF LICENSE

Was your license or certification to practice in a regulated profession (for example, physician, engineer, nurse, plumber, etc.) ever suspended or revoked? ..... ☐YES ..... ☐NO

(If you answer "Yes," please indicate in item #15 below, the type of license; the date; the state; the specific board or organization that suspended or revoked your license; the circumstances of the suspension or revocation; and any other relevant information you wish to provide.)

15. _____

_____

_____

_____

16. SETTLEMENTS OR AGREEMENTS

Have you accepted a settlement, a cash buyout such as through the State's Separation Incentive Program, or, are you subject to any restriction limiting or precluding you from seeking or securing employment with the State of Hawaii? ..... ☐YES ..... ☐NO

(If you answer "Yes," to question 16, please explain in detail in item #17 below the reason and date of your settlement or restriction from applying with the State of Hawaii.)

17. _____

_____

_____

_____

State of Hawai'i Department of Human Services
Application For Civil Service Positions
EDUCATION AND EMPLOYMENT HISTORY

1. RECRUITMENT NUMBER: _____

2. JOB TITLE: _____

The information you provide will be used to determine whether you meet public employment requirements and the minimum qualification requirements in the Class Specifications. As required by federal and/or state laws, we do not discriminate on the basis of age, sex (including gender identity or expression), religion, race, color, ancestry, national origin, disability, marital status, veteran's status, sexual orientation, arrest and court record, citizenship, genetic information or any other protected characteristic. The State of Hawaii is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

3. NAME: _____
Last First Middle

4. OTHER NAMES USED OR FORMER LAST NAME: _____

5. MAILING ADDRESS: _____
P.O. Box or Street Address

_____
City State Zip Code

6. PHONE NO.: _____
Home Other

DO NOT WRITE IN THIS SPACE

7. EDUCATION HISTORY: When verification is required, the documentation must be submitted at the time of the application. If not, you may not receive credit for the training and/or your application may be considered incomplete and rejected. The information you provide in this section will be used strictly in the evaluation of your qualifications for the position(s) for which you are applying. The information you submit on this form may be verified.

A. **NAME AND LOCATION** (city and state) of last grade school attended: (elementary, intermediate or high school)
(School name/type) (City/State/Country)

Did you graduate? Yes:___ No:___ **If no, what grade level did you complete?** _____

Did you receive a GED? Yes:___ No:___

B. **TRAINING:** In-service training, business, trade, armed forces, college or university, graduate of professional schools.

NAME & ADDRESS	Course or Major Field of Study	Number of Credits or Hours Completed		Kind of Degree, Diploma or Certificate Received
		Semester	Quarter	

8. LICENSES, CERTIFICATES, OTHER QUALIFICATIONS

A. DRIVER'S LICENSE: DO YOU POSSESS A VALID DRIVER'S LICENSE? Yes:____ No:____

DRIVER'S LICENSE #_____ State: _____ Class/Type: _____Expiration Date: _____

If the job requires a valid driver's license, please submit a clear photocopy of both sides of your driver's license with application.

B. OTHER LICENSES OR CERTIFICATES: Please indicate the kind, registration number, and the State or other licensing authority. *If proof of evidence is required, please submit a photocopy or present for verification.*

_____

C. KNOWLEDGE OF LANGUAGE OTHER THAN ENGLISH: List the language and check the appropriate block(s). Some positions require the ability to speak, read, and/or write in a language other than English.

LANGUAGE	SPEAK	READ	WRITE

D. SPECIAL QUALIFICATIONS: Include membership in professional or scientific societies, honors, awards, fellowships, publications (list but do not submit unless requested), etc.

_____

State of Hawai'i Department of Human Services
Application For Civil Service Positions
EDUCATION AND EMPLOYMENT HISTORY

9. EXPERIENCE: Please type or print legibly in ink. Begin with your present or last employment/training and work backwards. Describe all employment/training, including military service and volunteer work. Use separate blocks if your duties and responsibilities changed while working for the same employer. To receive full credit for your experience, describe in detail the tasks you were assigned. If you supervised others, explain your duties as a supervisor and indicate the number and job duties of employees you supervised. If more space is needed provide the information on a blank sheet titled "Experience" and attach it to this form. Information you submit on this form may be verified.

Please complete this section even if you are attaching a resume or other documents.

Your Present or Last Position

Employer _____
Address _____
_____
Name and Title of Your Supervisor _____
Your Title _____
Duties and Responsibilities _____
_____
_____
_____
_____
_____

From: _____ (Month / Year)
To: _____ (Month / Year)
☐ Full Time ☐ Part Time ☐ Volunteer
Average hours worked per week _____
Starting Salary $_____ Per _____
Ending Salary $_____ Per _____
Reason(s) for leaving _____
_____
_____
_____

Employer _____
Address _____
_____
Name and Title of Your Supervisor _____
Your Title _____
Duties and Responsibilities _____
_____
_____
_____
_____

From: _____ (Month / Year)
To: _____ (Month / Year)
☐ Full Time ☐ Part Time ☐ Volunteer
Average hours worked per week _____
Starting Salary $_____ Per _____
Ending Salary $_____ Per _____
Reason(s) for leaving _____
_____
_____

Employer _____
Address _____
_____
Name and Title of Your Supervisor _____
Your Title _____
Duties and Responsibilities _____
_____
_____
_____
_____

From: _____ (Month / Year)
To: _____ (Month / Year)
☐ Full Time ☐ Part Time ☐ Volunteer
Average hours worked per week _____
Starting Salary $_____ Per _____
Ending Salary $_____ Per _____
Reason(s) for leaving _____
_____
_____

Employer _____
Address _____
_____
Name and Title of Your Supervisor _____
Your Title _____
Duties and Responsibilities _____
_____
_____
_____

From: _____ (Month / Year)
To: _____ (Month / Year)
☐ Full Time ☐ Part Time ☐ Volunteer
Average hours worked per week _____
Starting Salary $_____ Per _____
Ending Salary $_____ Per _____
Reason(s) for leaving _____
_____

State of Hawaii
Department of Human Services

TYPE OR PRINT LEGIBLY IN INK

Employment Availability Information Form

TITLE OF JOB APPLYING FOR: _____

NAME: _____

ADDRESS: _____ *CITY:* _____

ISLAND: _____ *ZIP CODE:* _____

PHONE: BUSINESS: ( ) _____ *HOME:* ( ) _____

DO NOT WRITE IN THIS BOX

Grade: _____

Exam No.: _____

List Est.: _____

Ext.: _____

DL: Yes No

Remarks:

Geographical Availability Please check (✓) all the locations for which you are willing to accept employment.
Note: You must be available to work in any or all areas within the geographic area(s) that you have selected.

■ **OAHU**
- ❑ **Ewa** (Includes Makakilo, Kapolei, Barber's Point, Ewa Beach)
- ❑ **Waipahu to Aiea** (Includes Waikele, Waipio, Pearl City)
- ❑ **Halawa to Kalihi** (Includes Aliamanu, Airport, Salt Lake, Moanalua, Mapunapuna, Kapalama, Palama, Sand Island, Iwilei)
- ❑ **Downtown** (Includes Nuuanu, Pauoa, Makiki-Kapiolani, Ala Moana)
- ❑ **Manoa to Kahala** (Includes McCully, Moiliili, Waikiki, Kapahulu, Kaimuki, Waialae, Palolo)
- ❑ **Aina Haina to Hawaii Kai**
- ❑ **Waimanalo / Kailua**
- ❑ **Kaneohe to Kualoa** (Includes Kahaluu, Waiahole, Waiakane)
- ❑ **Kaaawa to Kahuku** (Includes Punaluu, Hauula, Laie, Kuilima)
- ❑ **North Shore** (Includes Waimea, Haleiwa, Waialua)
- ❑ **Wahiawa / Kunia / Mililani**
- ❑ **Waianae Coast** (Includes Nanakuli, Maili, Waianae, Makaha)

■ **HAWAII**
- ❑ **Hilo** (Includes Papaikou, Pepeekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe)
- ❑ **Honokaa / Hamakua** (Includes Ookala, Paauilo, Paauhau, Haina, Kukuihaele)
- ❑ **Kamuela / Kohala / Waikoloa** (Includes Halaula, Kapaau, Hawi, Kawaihae)
- ❑ **Kona** (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau)
- ❑ **Ka'u** (Includes Ocean View, Naalehu, Pahala)
- ❑ **Puna** (Includes Hawaii Volcanoes National Park, Volcano, Mountain View, Kurtistown, Keaau, Pahoa, Kapoho)

■ **MAUI**
- ❑ **Wailuku / Kahului** (Includes Puunene, Paukukalo, Waiehu, Waihee)
- ❑ **Lahaina**
- ❑ **Maalaea / Kihei / Wailea**
- ❑ **Hana**
- ❑ **Makawao** (Includes Pukalani, Haliimaile, Haiku, Paia)
- ❑ **Kula**

■ **KAUAI**
- ❑ **Lihue** (Includes Hanamaulu)
- ❑ **Kapaa** (Includes Wailua, Kealia, Anahola)
- ❑ **Hanalei** (Includes Kilauea, Princeville, Haena)
- ❑ **Waimea** (Includes Kokee, Kekaha, Kaumakani, Hanapepe, Eleele, Port Allen, Kalaheo)
- ❑ **Koloa** (Includes Lawai, Omao)

■ **LANAI**
- ❑ **Lanai City**

■ **MOLOKAI**
- ❑ **Kaunakakai** (Includes Maunaloa, Hoolehua, Kualapuu)
- ❑ **Kalaupapa**

Employment Availability: Please check (✓) the following conditions of employment for which you are interested and available. If you are appointed to a temporary position and have also indicated interest in permanent employment, we will continue to refer you to permanent positions provided you are active on the register and within referral range for the position.
Blank responses will be taken to mean that you are not available.

1. Permanent jobs ❑Full-time ❑Part-time
2. Temporary jobs of 2 to 5 months ❑Full-time ❑Part-time
3. Temporary jobs of 6 to 12 months ❑Full-time ❑Part-time
4. Temporary jobs of more than 12 months ❑Full-time ❑Part-time
5. A job at a lower rate of pay ❑Yes ❑No
6. I am available for immediate employment referral (or after 2-3 weeks notice). ❑Yes ❑No
   Note: If you check **No*, *you must notify us in writing when you are available for employment referral no sooner than four weeks before you become available.*

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

APPLICANT DATA SURVEY

In order to meet the requirements set forth in Federal guidelines, we request your cooperation and assistance in completing this form. Participation in this survey is confidential and voluntary. Your replies to this survey will not affect your eligibility or opportunity for employment in any way. The data gathered will be used for reporting and personnel research purposes only. Information contained on this form will not be released for the purpose of selecting job applicants.

****

Name:_____ Date:_____

Job Applying for:_____ Recruitment Number:_____

Age: _____ Under 20

_____ 20-24

_____ 25-29

_____ 30-39

_____ 40-49

_____ 50 & over

Sex: _____ Female

_____ Male

Ethnic Background Categories: Review all the ethnic background categories listed below. Determine the category which you believe best represents your ethnic background. **CHECK ONLY ONE.**

_____ Black

_____ Chinese

_____ Filipino

_____ Hawaiian

_____ Part-Hawaiian

_____ Japanese

_____ Korean

_____ Puerto Rican

_____ Samoan

_____ White +

_____ Mixed (other than Part-Hawaiian)

_____ Others or Unknown

+ Includes persons of Indo-European descent, including Pakistani and East Indian, and persons of Spanish or Latin descent (excluding Filipino and Puerto Rican).