



CAREER OPPORTUNITY

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



Opening Date:
March 15, 1999
(Revised January 1, 2017)

03386-7:051812:13

Continuous Recruitment Until Needs Are Met

DISABILITY CLAIMS SPECIALIST II – RECRUITMENT NO. DHS 99-1
DISABILITY CLAIMS SPECIALIST III – RECRUITMENT NO. DHS 99-2
OAHU (MAKIKI-KAPIOLANI) EMPLOYMENT ONLY
\$3,619.00 (SR-18) per month
\$3,911.00 - \$4,580.00 (SR-20, Step C to G) per month *

*Note: Hiring Rates will be based on availability of funds,
the applicant's qualifications, and other relevant factors

JOB DUTIES:

Disability Claims Specialist II: Perform the review and certification on claims involving disabled persons with impairments for which the application of the standards for total disability under the program range from the simple to the moderately complex; and perform other duties as required.

Disability Claims Specialist III: Perform the examination and adjudication on claims filed by disabled persons with impairments for which the application of the standards of total disability established for the program range from the simple to the most complex; and perform other duties as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENT:

Level II: To qualify, you must meet the education and general experience requirement as described below.

Education Requirement: Graduation from an accredited four (4) year college or university with a bachelor's degree.

General Experience Requirement: One year of professional experience in interviewing, investigating, claims examining or related experience which involved securing, reviewing and/or verifying information needed to determine eligibility for benefits such as unemployment insurance, workers' compensation, social security, retirement, etc. The experience must have involved the analysis, explanation, application, or interpretation of laws, regulations, rulings, policies, procedures, precedents, or other kinds of criteria. Such experience must have provided the applicant with the principles and practices of interviewing and the ability to deal effectively with others, prepare clear and concise reports, and identify the facts pertinent to the case and review, analyze and evaluate them. In addition, the experience or the overall background of the applicant must indicate possession of knowledge of sources of information on physical and mental requirements of different occupations and job opportunities.

Level III: In addition to meeting the education and general experience requirements for the II level, one year of the following specialized experience is required.

Specialized Experience Requirement: One year of progressively responsible professional experience in the review, adjudication, and authorization of claims for payment of disability benefits to individuals in accordance with appropriate laws and regulations. The experience must have provided the applicants with knowledge of principles and practices of interviewing, concepts and technical aspects of disability claims program, physical and mental requirements of a variety of occupations, medical terminology and the effect of varied disabilities; and ability to work effectively with others, evaluate and analyze facts to arrive at sound decisions, prepare clear and concise reports, exercise lay medical judgment, and speak to groups. Such experience may have been gained in one or a combination of the following ways: (1) disability claims examiner in Federal or State disability assistance programs; (2) experience in a Federal or State workers' compensation program; (3) experience in a Federal or State agency, or in an insurance company administering a disability and/or death compensation program or disability insurance program; or (4) experience in government or private industry in a disability retirement or disability pension program.

Substitutions For Education: The following types of experience may be substituted for education on a year for year basis:

- A. Excess work experience of the type and quality described in the Specialized Experience above.
- B. Any other responsible administrative, professional or analytical work experience that 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.

Substitution for General Experience: Excess Specialized Experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.

HOW TO APPLY:

1. Applications are available at the Department of Human Services - Personnel Office or at <http://humanservices.hawaii.gov/employment-opportunities/> and the State Recruiting Office.
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.
3. On the "Employment Availability Information" form (DHS P6) you must check Downtown (Makiki-Kapiolani) as your geographical availability.

REQUIRED FORMS/DOCUMENTATION:

Submit the following items with your application or your application may be rejected.

1. Evidence of the appropriate training (e.g. transcripts or diploma) to be given credit for education. A photocopy will be accepted; however, the Department of Human Services reserves the right to request for an official copy.
2. The Disability Claims Specialist Supplemental Form.

NOTIFICATION TO APPLICANTS

The Department of Human Services will use electronic mail (email) or notify applicants in writing of important information relating to the status and processing of your application as a part of our ongoing efforts to increase operational efficiency, promote the conservation of green resources, and minimize delays and costs.

Please ensure that the email address and contact information you provide is current, secure, and readily accessible to you. We will not be responsible in any way if you do not receive or check your email-box in a timely manner.

PUBLIC SERVICE LOAN FORGIVENESS (PSLF) PROGRAM

The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please click: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

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. Therefore, it is important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held.

In-person interviews and/or further testing in Hawaii may be required at the discretion of the hiring agency. If in-person interviews and/or further testing is a requirement, applicants who meet the minimum qualification requirements and are referred to the vacancy must be available to participate in person and at their own expense in this required phase of the selection process.

Applicants are encouraged to submit their applications as soon as possible. In addition to employment availability and score, the referral of qualified applicants may be based upon other factors including date of receipt of the application.

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.

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

Department of Human Services
1390 Miller Street, Room 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.