

IMPORTANT INFORMATION

State of Hawaii Department of Human Services
Human Resources Office – 1390 Miller Street, Room 202 – Honolulu, Hawaii 96813

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 or court record, citizenship, genetic information or any other protected characteristics. The State of Hawaii is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.

MERIT CIVIL SERVICE SYSTEM: The employment of persons in the civil service, as defined by State law, is governed by the merit principle. Applicants must meet the minimum qualification requirements of the position being sought, including all education, experience, licensure, certification, security clearances, and other public employment requirements for State Civil Service employment. It is the applicant's responsibility to provide complete information. The information submitted may be verified. Applicants must meet the requirements and qualify on appropriate employment related tests to be eligible for employment consideration.

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

HAWAII STATE RESIDENCY REQUIREMENT: Effective July 1, 2007, persons who are non-residents of the State of Hawaii will have thirty (30) days from the date they begin their State employment to become Hawaii residents. While an employee of the State of Hawaii, they must maintain their Hawaii residency.

PHYSICAL/MEDICAL REQUIREMENTS: Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

REASONABLE ACCOMMODATION: Applicants with special needs should contact our office during business hours at (808) 586-4981 at the time of application.

JOB APPLICATIONS: The State Recruiting Office utilizes a highly efficient computerized recruiting system from job-building to interview referrals. Applicants save time by creating one application to apply for current and future jobs. Please refer to the "First Time Users Guide" for step-by-step instructions at <https://jobs.hawaii.gov/wp-content/uploads/2019/10/User-Guide.pdf>. Applicants who are unable to apply online are asked to contact us at (808) 586-4981 during normal business hours for assistance.

LANGUAGE ACCESS ASSISTANCE: All of our written and oral material will be provided to you in English. If you need assistance, please contact our department's Limited English Proficiency (LEP) Coordinator by telephone at (808) 586-4898 during normal business hours.

VETERAN'S PREFERENCE POINTS: (Open Competitive Recruitments Only). To receive five veteran's preference points, an applicant must submit a copy of the DD214 (Member 4) verifying dates of honorable service. To receive 10 veteran's preference points, submit a copy of an official statement/letter from the US Department of Veteran Affairs or armed service dated within the past 12 months which confirms your qualification to receive a 10-point preference.

CRIMINAL HISTORY RECORD CHECK: Individuals who are recommended for hire are required to undergo a criminal history record clearance and other checks, as applicable.

DEPARTMENT OF HUMAN SERVICES' INTERNAL COMPLAINT AND APPEAL:

Internal Complaint: If you do not agree with a recruitment and examination action taken against you from this recruitment, 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, Human Resources 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).