

Department of Health Employment Opportunity



Rev. 04/26/24

Human Resources Office – Recruitment & Examination ♦ 1250 Punchbowl Street, Room 122 ♦ Honolulu, Hawaii 96813

OPENING DATE: April 26, 2024

LAST DAY TO FILE APPLICATIONS: 10 days from posting or receipt of 10 applications

Public Health Program Manager

\$8,825.00 per month (EM05)

Recruitment No. 24X002

Waipahu to Aiea, Oahu

- ◆ **JOB DUTIES:** This position is responsible for the overall administration and operation of the Branch. The primary function of the position is to plan, direct, monitor, evaluate, administer, and supervise the operation of Branch programs, services and initiatives in accordance with established federal and state rules and regulations.
- ◆ **MINIMUM QUALIFICATION REQUIREMENTS:** To qualify, you must meet **all** of the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.
 1. **Education Requirement:** Graduation from an accredited four (4) year college or university with a Bachelor's degree. Excess work experience as described under the Specialized Experience, below, or 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 may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.
 2. **Experience Requirement:** Applicants must have had three and on-half years (3-1/2) of Specialized Experience described as progressively responsible professional experience in social work, public health, or other related field which provided knowledge of public health laws, rules and regulations, public health programs and services; community health organizations and the services and/or programs they offer to the community; and an awareness of current public health problems and related social and economic conditions and concerns.

Applicants must have had two years (2) of Supervisory Experience described as work experience which involved supervising a professional staff. The experience must have demonstrated an applicant's ability to: 1) plan, organize, schedule and direct the work of others; 2) assign and review the work of others; 3) advise subordinates on difficult work problems; 4) train and develop subordinates; and 5) evaluate their work performance.

In addition, Managerial aptitude rather than actual managerial experience may be accepted. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, supervising and coordinating a group of activities in order to attain program objectives; interest in management demonstrated by the performance of work assignments in a manner which indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned to work assignments; management observation and evaluation of the applicants leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.
 3. **License:** Valid driver's license preferred. Please attach a copy to your application. This position must be licensed in accordance with Hawaii Revised Statutes as applicable to the discipline of the incumbent.

(See Information on Back)

An Equal Opportunity Employer

4. Substitution of Education for Experience:

1. Possession of a master's degree in public health administration, or other related field, from an accredited college or university, which provided the applicant with the knowledge's mentioned above, may be substituted for one year of the Specialize Experience.
2. Possession of a Ph.D. degree in public health administration, or other related field, from an accredited college or university, which provided the applicant with the knowledge's mentioned above, may be substituted for two years of the Specialized Experience.

For additional information please call Cheryl Higa at (808) 586-4770.

HOW TO FILE:

Submit applications and all required documentation in person or by postal mail to:

Department of Health
Human Resources Office – Recruitment & Examination
1250 Punchbowl Street, Room 122
Honolulu, Hawaii 96813

File applications immediately. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file applications. For continuous recruitments, the last day to file applications will be posted in our office.

REQUIRED FORMS AND DOCUMENTATION: You must submit the following forms and documentation **together with your application** or your application may be rejected:

1. Evidence of the appropriate training (official transcript or diploma to verify coursework or major) to be given credit for education. A legible photocopy will be accepted; however, the Department of Health reserves the right to request an official copy of your transcript.
2. Copy of any license or registration required to qualify you for the position.

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 your average number of hours worked per week.

We 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.

MERIT CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements of the position being sought, including all 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.

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

RESIDENCE 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.

VETERANS' PREFERENCE: If you are claiming 5 Veterans' Preference Points, submit a copy of the DD214 (Member 4) verifying dates of honorable service. If you are claiming 10 Points, submit a copy of an official statement/letter from the Department of Veterans Affairs or armed services dated within the past 12 months which confirms your qualification to receive 10 points preference.

PHYSICAL/MEDICAL REQUIREMENTS: Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely. 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 accommodations 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.

PRE-EMPLOYMENT PHYSICAL EXAMINATION REQUIREMENT: Offers of employment are conditional upon the results of a complete physical examination. For certain job categories, applicants may be referred to a State-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

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

EXAMINATION: 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. 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 office at 586-4514 as soon as possible. We will design a fair and effective way in which you can demonstrate your ability to perform the essential functions of this job. You should be prepared to provide medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

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

(See Information on Back)
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ADMINISTRATIVE REVIEW AND APPEAL:

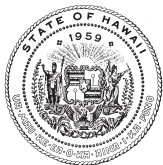
Administrative Review: If you do not agree with the action taken on your application, you must first request an administrative review with the Department of Health. Requests must be made, in writing, to the Department of Health at the address listed above, and received or postmarked within 7 working days following the date of our notice. Requests must include 1) the job title(s), recruitment number(s), and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request. **If you do not submit your request within the seven day limit, no administrative review will be conducted.**

Appeal: If you do not agree with the action resulting from the administrative review, you may appeal to the Merit Appeals Board within 20 days following the date of our notice. Further information on filing an appeal is available at <http://hawaii.gov/hrd/main/ecd/mab>.

An administrative review, or in some cases an internal complaint, must have been completed before an appeal may be requested. (If an internal complaint is required prior to an appeal, you will be notified following completion of the administrative review.)

A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment.

EMPLOYMENT INTERVIEW: Please take a copy of your State application and/or resume to employment interviews. We suggest you make a copy of your application before turning in the original.



STATE OF HAWAI'I APPLICATION FOR CIVIL SERVICE POSITIONS

DEPARTMENT OF HEALTH

Human Resources Office – Recruitment & Examination
1250 Punchbowl Street, Room 122, Honolulu, Hawaii 96813

GENERAL INSTRUCTIONS: Please type or print legibly in blue or black 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 position requirements described in the **Announcement** carefully to determine if you qualify for the position.
- 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, addresses, telephone numbers 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. WORK AUTHORIZATION

Please answer both A and B below:

- A. Are you legally authorized to work in the United States? Yes No
- B. Will you now or in the future require sponsorship by the State of Hawaii for employment visa status (e.g. H-1B visa status)? Yes No

2. UNITED STATES MILITARY SERVICE/ VETERAN'S PREFERENCE

Note: Veteran's Preference is only applicable for open-competitive recruitments.

If you are claiming Veteran's Preference, please scan and attach a copy of your DD-214 form and/or official statement from the Veterans Administration or armed forces to your application.

- None
- I am claiming 5 Veteran's Preference points and will submit a copy of my DD-214.
- I am claiming 10 Veteran's Preference points and will submit a copy of my DD-214 and/or official statement from the Veterans Administration (VA), as applicable.

If you are claiming U.S. Military Service, please complete the following:

- A. Date Entered Service: _____
- B. Date Separated From Service: _____

3. _____
POSITION 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 19 is needed to make determinations on your suitability for employment. 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 explain in detail in item #11 below, the dates 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. WITHIN THE PAST THREE (3) YEARS, HAVE YOU BEEN CONVICTED OF ANY OFFENSE RELATED TO CONTROLLED SUBSTANCES? YES..... NO

(If you answer "Yes" to the above question, please explain in detail 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. 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 the above question, please explain in detail in item #15 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.)

15. _____

16. 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 explain in detail in item #17 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.)

17. _____

18. 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 Hawai'i? YES..... NO

(If you answer "Yes," to question 18, please explain in detail in item #19 below, the reason and date of your settlement or restriction from applying with the State of Hawai'i.)

19. _____

STATE OF HAWAI‘I DEPARTMENT OF HEALTH
Application For Civil Service Positions
EDUCATION AND EMPLOYMENT HISTORY

1. POSITION TITLE APPLYING FOR: _____
 2. RECRUITMENT NUMBER APPLYING FOR: _____

The information you provide will be used to determine whether you meet 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 Hawai‘i 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. E-MAIL
 ADDRESS: _____

6. MAILING
 ADDRESS: _____
P.O. Box or Number and Street

City State Zip Code

7. PHONE NO.: _____
Home Other

8. 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.

DO NOT WRITE IN THIS SPACE

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			

9. LICENSES, CERTIFICATES, OTHER QUALIFICATIONS

A. DRIVER’S LICENSE: Yes, I have a valid driver’s license or I am able to obtain a valid driver’s license by the time of appointment.
 No, I do not have a driver’s license and/or I am not interested in being considered for positions which require a driver’s license.

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 HEALTH
Application For Civil Service Positions
EDUCATION AND EMPLOYMENT HISTORY

10. EXPERIENCE: Please type or print legibly in blue or black 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 _____	From: _____ <small>Month Year</small>
	Supervisor's Name and Title _____ Company Phone Number _____ Company URL Internet Address _____ Your Position Title and Duties _____	To: _____ <small>Month Year</small> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer
	_____	Average hours worked per week _____
	_____	Reason(s) for leaving _____
	_____	_____
	Do you supervise? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, how many employees?</i> _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer _____ Address _____	From: _____ <small>Month Year</small>
Supervisor's Name and Title _____ Company Phone Number _____ Company URL Internet Address _____ Your Position Title and Duties _____	To: _____ <small>Month Year</small> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer
_____	Average hours worked per week _____
_____	Reason(s) for leaving _____
_____	_____
Did you supervise? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, how many employees?</i> _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer _____ Address _____	From: _____ <small>Month Year</small>
Supervisor's Name and Title _____ Company Phone Number _____ Company URL Internet Address _____ Your Position Title and Duties _____	To: _____ <small>Month Year</small> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer
_____	Average hours worked per week _____
_____	Reason(s) for leaving _____
_____	_____
Did you supervise? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, how many employees?</i> _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer _____ Address _____	From: _____ <small>Month Year</small>
Supervisor's Name and Title _____ Company Phone Number _____ Company URL Internet Address _____ Your Position Title and Duties _____	To: _____ <small>Month Year</small> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer
_____	Average hours worked per week _____
_____	Reason(s) for leaving _____
_____	_____
Did you supervise? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, how many employees?</i> _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

**DEPARTMENT OF HEALTH
APPLICANT DATA SURVEY**

DOH ADS (Rev. 07/15/20)

In order to meet the requirements as set forth in Federal guidelines, we request your cooperation and assistance in completing the following questions. Participation in the survey is confidential and voluntary. The data will be used for reporting and personnel research purposes only. It will not be released to any hiring program for the purpose of selecting job applicants.

1. Applicant Name: _____
Last Name First Name

2. Recruitment Information: _____
Recruitment Number Job Title

3. Age
- Under 20
 - 20 - 24
 - 25 - 29
 - 30 - 39
 - 40 - 49
 - 50 and over

4. Gender
- Male
 - Female
 - "X" a gender category for non-binary individuals who do not identify exclusively as either male or female

5. Ethnic Background Categories
Review all categories listed below, and choose the one which you believe best represents your ethnic background.

- Black
- Chinese
- Filipino
- Hawaiian
- Part-Hawaiian
- Japanese
- Korean
- Puerto Rican
- Samoan
- White - Includes persons of Indo-European descent, including Pakistani and East Indian, and persons of Spanish or Latin descent (excluding Filipino or Puerto Rican)
- Mixed (other than Part-Hawaiian)
- Others or Unknown

EMPLOYMENT AVAILABILITY INFORMATION

State of Hawaii, Department of Health, Human Resources Office – Recruitment & Examination
1250 Punchbowl Street, Room 122, Honolulu, Hawaii 96813

CONFIDENTIAL
390 (DOH Ext), rev. 7/10

1. Name: _____
Last First M.I.

2. Social Security Number: XXX-XX-____

		DOH Use Only				
3. Recruitment No.	Job Title	Acc	Rej	Code(s)	VP	Date

4. I will consider jobs in the locations checked below:

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 Moiliili, McCully, Waikiki, Kapahulu, Kaimuki, Palolo, Waialae to Wailupe*)
- Aina Haina to Hawaii Kai**
- Waimanalo to Kailua**
- Kaneohe to Kualoa** (*Includes Kahaluu, Waiahole, Waikane*)
- Kaaawa to Kahuku** (*Includes Punaluu, Hauula, Laie, Kahuku*)
- North Shore** (*Includes Sunset Beach, Waimea, Haleiwa, Waialua, Mokuleia*)
- Wahiawa/ Kunia/ Mililani**
- Waianae Coast** (*Includes Maili, Nanakuli, Waianae, Makaha*)

HAWAII

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

MAUI

- Wailuku/ Kahului** (*Includes Puunene, Paukukalo, Waiehu, Waihee*)
- Lahaina**
- Maalea/ Kihei/ Wailea**
- Hana**
- Makawao** (*Includes Pukalani, Paia, Haiku, Haliimaile*)
- 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**

5. I will accept a job which is: Permanent Full-time At a lower rate of pay
 Temporary Part-time

6. I would like to be considered for jobs which require driving: Yes (attach a copy of your valid driver's license)
 No

7. How did you hear about this recruitment? Local newspaper Department of Human Resources Development website
 Department of Health website Word of mouth
 Other (specify) _____

Note: If you wish to change your availability at a later date, you may do so by completing and submitting a new form to the above address.

PUBLIC HEALTH PROGRAM MANAGER (EM-05) - Supplemental Questionnaire

- * 1. **REQUIRED SUPPLEMENTAL QUESTIONS.** The information provided on this supplemental questionnaire form will be used in combination with your application to determine whether you meet the qualification requirements. Failure to provide detailed and complete information may result in your application being rejected. PLEASE DO NOT SUBMIT A RESUME IN PLACE OF COMPLETING THIS SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL NOT BE ACCEPTED. In general, proof of education obtained from and/or submitted through the internet will not be accepted. Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript. Any information you submit may be verified. Supporting documents must be submitted at the time of the filing of your application.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification on agency letterhead. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number. To receive credit for temporary assignment, you must submit your **approved** Form 10 (**approved** by your supervisor and the Human Resources Officer) to our office at the filing of your application.

When applying for this position, I understand that I must thoroughly complete the "Education" and "Work Experience" sections on my application and the "Supplemental Questionnaire." This includes a detailed description of each position that I feel qualifies me for this job with the State of Hawaii. I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected. I also understand that I may not submit resumes in lieu of filling out the application or supplement questionnaire; however, I may attach it to the application to provide additional information.

I acknowledge I have read the above statement.

Signature

Date

- * 2. **EDUCATION REQUIREMENT**

Do you possess:

A. a Bachelor's degree from an accredited university or 4-year college; or

B. a combination of education and experience that would be equivalent to completion of an accredited Bachelor's degree?

If you wish to receive credit for your college or university education, you **MUST** submit a copy of your OFFICIAL transcripts, identified by job title and IVA number, as verification at the filing of your application.

If you are using excess work experience to fulfill the Education Requirement, be sure to fully address this work experience in the experience portion of your application.

- Yes
 No

**PUBLIC HEALTH PROGRAM MANAGER (EM-05)
Supplemental Questionnaire cont'd**

* 3. **EDUCATION - SUBSTITUTION OF EDUCATION FOR EXPERIENCE**

Are you substituting an appropriate Master's degree for part of the required experience? If so, you MUST submit copies of your OFFICIAL transcripts, identified by job title and IVA number, as verification at the filing of your application.

- Yes
 No

* 4. **SPECIALIZED EXPERIENCE**

Provide the following information for EACH position listed in the experience portion of your application, where you wish to receive credit. Please submit your responses on a hard copy addendum and submit at the filing of your completed application.

1) Name of employer.

2) Briefly describe this employer. Was this a government agency, a non profit agency, etc.? What kinds of services or programs did this employer provide and what population(s) did it serve? What were the major departments or sections of this company?

3) Your position title.

4) Which section or department did you work in? What was it's **primary** focus? What kinds of staff did you work with in this section (e.g., 1 Department Manager, 2 Nutritionists, etc.)?

5) What was the main function of your position?

6) Give a **detailed** description of your duties. Explain how, in this position, you applied your knowledge of:

A. Public health laws, rules and regulations. Cite specific laws, rules, regulations, etc. that you applied and give examples of how you applied them.

B. Public health programs and services.

C. Community health organizations and the services they provide. Explain how you cooperated with various community organizations that are involved with public health issues.

D. Report writing. What kinds of reports did you write? Who used these reports and for what purpose?

E. Current public health problems and related social and economic conditions and concerns.

TREAT EACH EMPLOYER OR CHANGE IN JOB TITLE
SEPARATELY. BE SURE TO CLEARLY LABEL EACH RESPONSE.

**PUBLIC HEALTH PROGRAM MANAGER (EM-05)
Supplemental Questionnaire cont'd**

*** 5. SUPERVISORY EXPERIENCE**

Please give the following, for EACH position listed in the experience section of your application, where you are claiming Supervisory Experience. Please submit your responses on a hard copy addendum and submit at the filing of your completed application.

1) Name of employer.

2) Your position title.

3) Describe your employer. Was this a government agency, a large private corporation, etc.? Briefly, what kinds of services did your organization provide? What were the organization's major sections or departments?

4) Describe this employer's organizational hierarchy. Where was your position in this hierarchy (what level)? Which section did you work in and what was its **primary** function?

5) What was the **major** focus of your position?

6) Did this employer have a separate administrative office or officer whose formal responsibilities included development of managerial policies, budget formulation, etc.? If so, clarify the relationship between your position and this administrative office or officer.

7) For this position, give a **detailed** description of your supervisory duties. List the numbers and types of employees you supervised (e.g., 2 Social Workers, 2 Case Managers). Did you conduct formal evaluations of your subordinates' job performance? What kinds of training did you provide to your subordinates? Give examples of difficult problems you assisted them with. How did your supervisory duties differ from those of your supervisor?
Use specific language that will clearly show the scope of your supervisory responsibilities.

8) Give the dates and the average percentage of time you spent per week on these supervisory duties. Use your best estimate.

TREAT EACH CHANGE IN EMPLOYER OR JOB TITLE SEPARATELY. BE SURE TO CLEARLY LABEL EACH RESPONSE.

* 6. **ADDITIONAL INFORMATION.** Do you have any other information related to this position that you would like us to consider? If no, so state. If yes, please provide the information on a hard copy paper addendum submitted to our office and identified by job title and IVA number at the filing of your application.

* 7. Supporting documents such as transcripts, driver's license, or professional licensure as described in the job posting must be submitted at the filing of your application.

*** Required Question**

Mail or drop off Application, Supplemental Questionnaire and Additional Information to:

Department of Health
Human Resources Office
Recruitment & Examinations
1250 Punchbowl Street, Room 122
Honolulu, Hawaii 96813