



**Alcohol and Drug Abuse Division
Planning, Evaluation & Research Data Office
Ewa, Oahu**

Epidemiologist II

\$6,951.67 - \$9,708.00 per month, salary commensurate with training and experience

Exempt, full-time, non-civil service appointment. The primary functions of this position are to design and conduct epidemiological studies; to collect, link, analyze, report and maintain epidemiological data pertinent to ADAD; to provide scientific advice and technical assistance to ADAD's leadership and staff for monitoring the behavioral, socio-cultural, socio-economic and socio-environmental indicators; to provide leadership for the establishment and oversight of a vision and strategic plan for all epidemiological work for ADAD, ensuring that the plan is aligned with departmental strategic priorities.

Minimum Qualifications

EDUCATION & EXPERIENCE: Doctoral-level epidemiologist; or

Master's Degree in Epidemiology or a Master's Degree in a health-related field for which the candidate completed and passed at least three (3) epidemiological methods courses, one of which must be an advanced level, and at least two (2) biostatistics courses requiring mastery of large datasets and analyses using a statistical software set [each qualifying course should have fulfilled a minimum of two (2) credit hours] and at least two (2) years of professional level work experience as an Epidemiologist; or

Other advanced non-epidemiology professional degree or certification and with specific epidemiology training; or

Other advanced non-epidemiology professional degree or certification and graduate level coursework in epidemiology and two (2) years of professional work experience as an epidemiologist.

LICENSE: Valid State of Hawaii driver's license is preferred.

Who May Apply

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires that 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.

How to Apply

Submit completed State of Hawaii Application for Non-Civil Service Appointment, resume, (3) references, and salary requirements to:

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

Recruitment is continuous until needs are met for position #125469.

Other Information

For additional information, please contact Mia Deponte at mia.deponte@doh.hawaii.gov.

This position is exempt from civil service. Employment in such positions is considered to be "at will."

STATE OF HAWAII APPLICATION FOR NON-CIVIL SERVICE APPOINTMENT

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



FOR OFFICIAL USE ONLY
DEPARTMENTAL PERSONNEL STAFF
TO SELECT CATEGORY.

Exempt TAOL
 89 Day _____

RECEIVED DATE/TIME STAMP

GENERAL INSTRUCTIONS TO APPLICANT: 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.
- This application form is to be used for non-civil service appointments.
- 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. _____
POSITION TITLE APPLYING FOR

2. _____
RECRUITMENT NUMBER or POSITION NUMBER

3. NAME:

 Last First Middle

 OTHER NAMES
USED OR FORMER

4. LAST NAME: _____

 MAILING
5. ADDRESS: _____

 P.O. Box or Number and Street

 City State Zip Code

 E-MAIL
6. ADDRESS: _____

 PHONE
7. NUMBER: _____
 Home Other

8. 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

9. NOTICE OF "AT WILL" EMPLOYMENT

The job you are applying for is temporary in nature. Therefore, if appointed to the position, your employment will be considered to be "At Will," which means that you may be discharged from your employment at the prerogative of the department head or designee at any time.

CERTIFICATE OF APPLICANT

I have been informed and understand that this application is for consideration of a job that is temporary in duration, has limited or no benefits, and employment, if offered, is only on an "At Will" basis. 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.

Original Signature of Applicant

STATE OF HAWAII APPLICATION FOR NON-CIVIL SERVICE APPOINTMENT

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 HAWAII DEPARTMENT OF HEALTH
EDUCATION AND EMPLOYMENT HISTORY**

STATE OF HAWAII APPLICATION FOR NON-CIVIL SERVICE APPOINTMENT

1. POSITION TITLE APPLYING FOR:

2. RECRUITMENT NUMBER or POSITION NUMBER:

FOR OFFICIAL USE ONLY

DEPARTMENTAL PERSONNEL
STAFF TO SELECT CATEGORY

Exempt TAOL

89 Day _____

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 |
| 7. PHONE NO.: | City | State | Zip Code |
| | 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.

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 Semester | Number of Credits or Hours Completed Quarter | Kind of Degree, Diploma or Certificate Received |
|-----------------------------------|---|--|---|
| | | | |
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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 |
|----------|-------|------|-------|
| | | | |
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| | | | |
| | | | |

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

EDUCATION AND EMPLOYMENT HISTORY
STATE OF HAWAII APPLICATION FOR NON-CIVIL SERVICE APPOINTMENT

10. 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.

Do not submit a resume in place of completing this page.

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

EPIDEMIOLOGIST II (EXEMPT) - 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**

Please check the box which best describes your highest level of education. Be sure to provide a copy of your degree (i.e., official transcripts / copy of diploma), identified by job title and IVA number at the filing of your application.

- Doctoral-level Epidemiologist. **Must submit a copy of college diploma.**
- Master's Degree in Epidemiology or a Master's Degree in a health-related field for which the candidate completed and passed at least three (3) epidemiological methods courses, one of which must be an advanced level, and at least two (2) biostatistics courses requiring mastery of large datasets and analyses using a statistical software set [each qualifying course should have fulfilled a minimum of two (2) credit hours] **and** at least two (2) years of professional level work experience as an Epidemiologist. **Must submit a copy of official college transcripts.**
- Other advanced non-epidemiology professional degree or certification (e.g., MD/OD, DDS/DMD, DVM, or PhD) **and** with specific epidemiology training (e.g., MPH degree or CDC Epidemic Intelligence Service Program). **Must submit a copy of official college transcripts or certification.**
- Other advanced non-epidemiology professional degree or certification (e.g., MD/DO, DDS/DMD, DVM, or PhD) **and** graduate level coursework in epidemiology **and** two years professional work experience as an epidemiologist. **Must submit a copy of official college transcripts or certification.**
- None of the above.

Name _____

Vacancy Number _____

Position Number 125469

Page 2 of 3

EPIDEMIOLIST II (EXEMPT) - Supplemental Questionnaire

*** 3. EPIDEMIOLOGIST EXPERIENCE REQUIREMENT**

How many years of professional epidemiologist experience as described in the job announcement do you have? I have _____ years of professional epidemiologist experience. Please identify each experience you would like us to consider and provide the following information. **All employers listed below should also be listed on your application. Any information you submit may be verified. Treat each change in employer or position separately. The information for each employer should include:**

- A.** Name of employer, dates of employment, and your job title.
- B.** Description of this employer. Was this a government entity, private firm, private consulting firm, etc.? What specific kinds of services did it provide? To whom (describe clientele)?
- C.** How many departments or sections did this employer have? Which section did you work in? How many and what other staff did you work with (give number and job titles)?
- D.** What was the **primary** function of your position? What were your **major** duties and responsibilities? In your description, avoid the use of vague terms such as "epidemiologist," "conducting research," etc.
- E.** What was the name, job title, and general background of your supervisor?
- F.** How did your responsibilities and authority differ from those of your supervisor?

*** 4. STAFF ADVISORY EXPERIENCE REQUIREMENT**

Describe in detail your experiences in conducting original epidemiologic studies. Please identify each experience you would like us to consider and provide the following information. **All employers listed below should also be listed on your application. Any information you submit may be verified. Treat each change in employer or position separately. The information for each employer should include:**

- A.** Name of employer, dates of employment, and your job title.
- B.** Description of this employer. Was this a government entity, private firm, private consulting firm, etc.? What specific kinds of epidemiologist services did it provide? To whom (describe clientele)?
- C.** How many departments or sections did this employer have? Which section did you work in? How many and what other staff did you work with (give number and job titles)?
- D.** What was the **primary** function of your position? What were your **major** duties and responsibilities? In your description, avoid the use of vague terms such as "supervised," "consulted," "reviewed work," etc.
- E.** Under which option (a) Supervisor or (b) Senior Specialist (staff advisory) do you feel you qualify? When (date) did you officially assume such duties (give month, year)? Over which positions (give number and job titles)? What were your specific duties as they relate to this requirement (be sure to give relevant examples)?
- F.** What was the name, job title, and general background of your supervisor?
- G.** How did your responsibilities and authority differ from those of your supervisor?

Name_____

Vacancy Number _____

Position Number 125469

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EPIDEMIOLOGIST II (EXEMPT) - Supplemental Questionnaire

*** 5. SURVEILLANCE/SCIENTIFIC RESEARCH EXPERIENCE REQUIREMENT**

Describe in detail your experiences in conducting surveillance/scientific research. Please identify each experience you would like us to consider and provide the following information. **All employers listed below should also be listed on your application. Any information you submit may be verified. Treat each change in employer or position separately. The information for each employer should include:**

- A.** Name of employer, dates of employment, and your job title.
- B.** Description of this employer. Was this a government entity, private firm, private consulting firm, etc.? What specific kinds of epidemiology services did it provide? To whom (describe clientele)?
- C.** How many departments or sections did this employer have? Which section did you work in? How many and what other staff did you work with (give number and job titles)?
- D.** What was the **primary** function of your position? What were your **major** duties and responsibilities? In your description, avoid the use of vague terms such as "supervised," "consulted," "reviewed work," etc.
- E.** Under which option (a) Supervisor or (b) Senior Specialist (staff advisory) do you feel you qualify? When (date) did you officially assume such duties (give month, year)? Over which positions (give number and job titles)? What were your specific duties as they relate to this requirement (be sure to give relevant examples)?
- F.** What was the name, job title, and general background of your supervisor?
- G.** How did your responsibilities and authority differ from those of your supervisor?

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 Recruitment number at the filing of your application.

*7. Supporting documents such as college transcripts 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

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: _____

2. Recruitment Information: _____

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, Kealakekua, Captain Cook, Honaunau)
- Ka'u** (Includes Ocean View, Naalehu, Pahala)
- Puna** (Includes Hawaii Volcanoes Nat'l Park, Volcano, Kurtistown, Mountain View, Keaau, Pahoa, Kapoho)

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 Health website
- Department of Human Resources Development 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.