



**Disease Outbreak Control Division
Immunization Branch
Downtown, Oahu**

Epidemiologist I

\$78,420 - \$111,624 Annually (salary commensurate with training & experience)

Exempt, Non-Civil Service, Full-Time, Temporary Appointment. The primary purpose of this position is to study the distribution and determinants of health-related states and events in particular populations as they relate to vaccine-preventable diseases (VPD) and to apply this study to the control of health problems in this subject area.

The position will produce data for decision-making and for detecting, understanding, controlling, and preventing VPDs in the population. This position will be responsible, in the area of VPDs, for facilitating enhancement of disease outbreak investigations; responding to and reporting disease alerts; developing and enhancing surveillance; facilitating, coordinating, and exchanging of surveillance data with partners; implementing sentinel, syndromic, or hospital-based, including emergency department, surveillance to enhance early detection, identify outbreaks, and support all-hazards situation awareness. This position will also conduct epidemiological assessments.

MINIMUM QUALIFICATION

EDUCATION: Graduation from an accredited university with a Master's Degree in Epidemiology or health-related field for which the candidate completed and passed at least three (3) epidemiological methods courses, one (1) 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 application. Each qualifying course should have fulfilled a minimum of 2 credits.

KNOWLEDGE: Principles, practices, and techniques of epidemiology analysis; principles of public health and public administration, including the general organization, functions, services, and objectives of public health programs; public health medical research methods and techniques, including analysis of risk factors; statistical analysis methodology; human and environmental biology and behavioral sciences and principles; community and medical resources; and principles of disease causation. Planning and administration of multi-agency operations. Knowledge of applicable administrative rules, statutes, and policies governing the investigation and reporting of vaccine-preventable diseases. Familiarity with vaccine-preventable diseases and their control methods, and a basic understanding of the transmission cycles of various vaccine-preventable diseases relevant to Hawaii.

SKILLS: Evaluate the relative importance of areas of research; critical thinking; plan, direct, coordinate, and evaluate the work of others; plan, conduct, and evaluate public health epidemiologic research and advise others in these activities; prepare program and budget plans; evaluate program operations; establish and maintain effective working relationships with others; speak and write English effectively, including effective public speaking; prepare clear, concise, and comprehensive reports; and work under pressure and challenging or unusual conditions.

LICENSE: A valid State of Hawaii driver's license *is preferred*.

Travel may be required.

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 the completed State of Hawai`i Application for Non-Civil Service Appointment, required documents, and resume via email to: DOH.Employment@doh.hawaii.gov

OTHER INFORMATION

Recruitment is continuous until needs are met for position no. 123195

For additional information, you may contact Lindsay Woodward, at (808) 586-8306, or email at lindsay.woodward@doh.hawaii.gov.

This is a temporary, non-civil service exempt position. Employment in such positions are "at will."

The mission of the Department of Health is to protect and improve the health and environment for all people in Hawaii. HDOH supports a diverse-multicultural workforce that reflects the community, promotes equal opportunity at all levels, and creates an inclusive work environment, free from discrimination.

STATE OF HAWAI‘I 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.

_____ Date _____ Original Signature of Applicant

STATE OF HAWAI'I 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 HAWAI'I DEPARTMENT OF HEALTH
EDUCATION AND EMPLOYMENT HISTORY
STATE OF HAWAI'I APPLICATION FOR NON-CIVIL SERVICE APPOINTMENT**

FOR OFFICIAL USE ONLY

DEPARTMENTAL PERSONNEL
STAFF TO SELECT CATEGORY

Exempt TAOL
 89 Day _____

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

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.

EDUCATION AND EMPLOYMENT HISTORY
STATE OF HAWAI'I 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 _____ _____ _____ _____	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 _____ _____ _____ _____
	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 _____ _____ Supervisor's Name and Title _____ Company Phone Number _____ Company URL Internet Address _____ Your Position Title and Duties _____ _____ _____ _____	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 _____ _____ _____ _____
	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 _____ _____ Supervisor's Name and Title _____ Company Phone Number _____ Company URL Internet Address _____ Your Position Title and Duties _____ _____ _____ _____	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 _____ _____ _____ _____	
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 _____ _____ Supervisor's Name and Title _____ Company Phone Number _____ Company URL Internet Address _____ Your Position Title and Duties _____ _____ _____ _____	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 _____ _____ _____ _____	
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	

Name _____

Vacancy Number _____

Position Number _____

Page 1

EPIDEMIOLOGIST I (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. *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**

Have you completed a Master's degree in Epidemiology or a Master's degree in a health-related field that included at least **three (3) epidemiological methods courses (one (1) of which was at an advanced level)** and at least **two (2) biostatistics courses** requiring proficiency in analyzing large datasets using statistical software? Each qualifying course must have been a **minimum of two credit hours**. Applicants must **submit official college transcripts for verification**.

Epidemiological Courses: _____ Biostatistics Courses: _____

Yes

No

- * 3. **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.

Yes

No

*** 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

Submit completed State of Hawaii Application for Non-Civil Service Appointment, required documents, and resume to: DOH.Employment@doh.hawaii.gov

**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