Department of Health Employment Opportunity



Rev. 09/04/25

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

OPENING DATE: September 4, 2025 LAST DAY TO FILE APPLICATIONS: Continuous

Clinical Psychologist Recruitment No. 25X016 Position No. Varies Oahu

\$6,536 - \$15,639 per month (LHA1 – Minimum to Maximum)

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

- Please be advised that the hiring process for this position is part of the Department of Health's Hiring Innovation for Rapid Employment (HIRE) Pilot Project. The Pilot Project will defer the traditional screening of applications for minimum qualifications until after a selection has been made. Therefore, the referral of an application to the hiring manager and the opportunity to interview for the position do not indicate that the applicant meets the minimum qualifications for the position, nor do they guarantee employment. If selected for the role, a comprehensive review of the application packet will occur to ensure that the minimum qualifications are met. If the selectee is deemed qualified, a conditional offer will be issued.
- ◆ JOB DUTIES: These positions perform professional services in the field of clinical psychology, such as psychotherapy and consultation; and also perform work in prevention, education, training and/or research. Some positions, as a primary function, provide professional consultation, rendering authoritative advice as a recognized expert (A recognized expert typically has achieved recognition through grants, publications, etc., for demonstrated productivity) on the solution of problems, or on the feasibility and evaluation of projects, programs and plans in order to guide and facilitate the professional work performed by clinical psychologists; or serve as a mental health consultant to program administrators; and perform other related duties as assigned.
- ♦ 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.
- Education/General Experience Requirement: Applicants must possess the requirements specified in either A, B, C, D, or E below:
 - A. Successful completion of all requirements for a doctoral degree from an accredited college in clinical psychology which included an internship in clinical psychology. In lieu of the internship requirement, applicants may substitute one (1) year of professional work experience in the field of clinical psychology.
 - B. Successful completion of all requirements for a doctoral degree from an accredited college in a specialty related to clinical psychology. The doctoral program must have included an internship in clinical psychology or must have been supplemented by a post-doctoral clinical internship. In lieu of the clinical internship requirement, applicants may substitute one (1) year of post-doctoral clinical psychology experience under competent professional supervision.
 - C. Holds a doctoral degree from a training program approved by the American Psychological Association (APA), OR holds a doctoral degree from a regionally accredited institution of higher education AND also meets the experiential requirements for inclusion in the National Register of Health Service Providers in Psychology, as described in Chapter 465, HRS.
 - D. Holds a diplomate certificate in good standing granted by the American Board of Examiners in Professional Psychology, as described in Chapter 465, HRS.

- E. A valid license to practice psychology in the State of Hawaii, as described in Chapter 465, HRS.
- 2. **Experience:** For some positions, applicants must possess professional post-doctoral work experience as a clinical psychologist. In addition, some positions may require experience in a specialized field of clinical psychology.
- 3. **License:** Within two (2) years from the date of appointment, applicant(s) hired must meet the requirements for licensure and obtain a license issued by the Hawaii State Board of Psychology, as required by Chapter 465, HRS. Applicants who possess a current Hawaii license to practice Psychology must attach a copy of your license to your online application.
- 4. **Driver's License:** Some positions require possession of a valid driver's license at the time of appointment. The immediate vacancies have this requirement.

HOW TO FILE:

Submit application, resume, and official transcripts (if applicable) via email to:

doh.employment@doh.hawaii.gov

File applications immediately. E-mailed applications and supplemental materials must be submitted by midnight of the last day to file applications. For continuous recruitment, 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:

- 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.
- Education obtained outside the United States must be comparable to education earned at a regionally accredited school in the United States.

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.

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.

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 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 via e-mail (DOH.Employment@doh.hawaii.gov).
- 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

3	POSITIO	N TITLE AF	PPLYING FOR
4	RECF	RUITMENT I	NUMBER
5. NAME:			
6. OTHER NAMES USED OR FORMER LAST NAME:	Last	First	Middle
• MAILING ADDRESS: _			
	P.O. Box	or Numb	er and Street
City		State	Zip Code
PHONE NUMBER:			
_	Н	ome	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 Applicar
	0 0 11

the following:

A. Date Entered Service:

B. Date Separated From Service:

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.

19.	(If you answer "Yes," to question 18, please explain in detail in item #19 below, the reason and date of your settle or restriction from applying with the State of Hawai'i.)	ement	[
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?	YE	S [□NO
17.	(If you answer "Yes," please explain in detail in item #17 below, the type of license; the date; the state; the special board or organization that suspended or revoked your license; the circumstances of the suspension or revocated and any other relevant information you wish to provide.)			
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?	 YE	S [NO
	HAVE YOU EVER BEEN CONVICTED OF ANY ACT, ATTEMPT OR CONSPIRACY TO OVERTHROW THE STATE OR FEDERAL GOVERNMENT BY FORCE OR VIOLENCE? (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.)		S	NO
13.	OFFENSE RELATED TO CONTROLLED SUBSTANCES? (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.)		S	_]NO
12.	WITHIN THE PAST THREE (3) YEARS, HAVE YOU BEEN CONVICTED OF ANY		a l	_NO
11.				
	(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.)		J	
10.	Within the past five years, were you: A) Fired, terminated for cause, dismissed, discharged or asked to resign from employment? B) Separated from military service under conditions other than honorable?	YE	S	NO

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: 4. OTHER NAM USED OR FORM LAST NAM 5. E-MAIL ADDRESS: 6. MAILING ADDRESS: 7. PHONE NO.:	ER IE:	First Number	Middle r and Street Zip Code 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 univer	rsity, graduate of prof		of Credits	Kind of Degree,	1
NAME & ADDRESS	Field of St	*	Completed Quarter	Diploma or Certificate Received	
					1
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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	or scientific soci			abership in professional os, publications (list but	

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.

Position	EmployerAddress	From:Month Year
sit		To:Year
	Supervisor's Name and Title	Full Time Part Time Volunteer
Last	Company Phone Number	Average hours worked per week
	Company URL Internet Address Your Position Title and Duties	Reason(s) for leaving
o	Your Position Title and Duties	recuson(s) for real mg
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Present		
_		May we contact this employer? Yes No
Your	Do you supervise? Yes No If yes, how many employees?	May we contact this employer? Yes No
E	mployer	From:Month Year
Α	ddress	Month Year
		To:Month Year
S	upervisor's Name and Title	Full Time Part Time Volunteer
	ompany Phone Numberompany URL Internet Address	Average hours worked per week
Y	our Position Title and Duties	Reason(s) for leaving
		recuson(b) for reaving
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D	id you supervise? Yes No If yes, how many employees?	May we contact this employer? Yes No
E	mployer	From:
Α	ddress	From:Month Year
_		To:
S	apervisor's Name and Title	Full Time Part Time Volunteer
	ompany LIPL Internet Address	Average hours worked per week
Y	ompany URL Internet Addressour Position Title and Duties	Reason(s) for leaving
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D	id you supervise? Yes No If yes, how many employees?	May we contact this employer?
Eı	nployer	From:
	ddress	Month Year To:
	1 N 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Month Year
	apervisor's Name and Title	Full Time Part Time Volunteer
	ompany Phone Numberompany URL Internet Address	Average hours worked per week
	our Position Title and Duties	Reason(s) for leaving
'		
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l D	id you supervise? Yes No If yes, how many employees?	May we contact this employer? Yes No

Nan	ne
	ancy Number
	tion Number
Pag	e 1 of 3
	CLINICAL PSYCHOLOGIST - 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.	PROFESSIONAL LICENSE
	Current possession of a professional license to practice Psychology is not a requirement for the Clinical Psychologist. However, Hawaii Revised Statutes (HRS) Chapter 465 pertaining to Clinical Psychologists and State government employment requires that applicants must meet all license requirements and obtain a license to practice issued by the Hawaii State Board of Psychology, within two years from the date of appointment. The two year period shall be counted from the first date of the employee's appointment, whether temporary hire, probationary or other. Failure to obtain the license within the two years shall result in the employee's termination from State service.
	The law may be accessed by calling the Hawaii Department of Commerce and Consumer Affairs (DCCA) Board of Psychologists at (808) 586-2699 or through the internet at: http://www.capitol.hawaii.gov/hrscurrent/Vol10_Ch0436-0474/HRS0465/HRS_0465-0007_0006.htm
	Applicants who possess a current Hawaii license to practice Psychology must submit a copy of their license, identified by the job title (Clinical Psychologist) and IVA number, to our office at the filing of your application.
	I acknowledge I have read and understand the above professional licensure requirement as it applies to State employment.
	OYes ONo

Name	_
Vacancy Number	
Position Number	
Page 2 of 3	

CLINICAL PSYCHOLOGIST Supplemental Questionnaire cont'd

*	3.	DRIVER'S LICENSE
		Certain positions may require a valid driver's license. Are you interested in such positions? If so, you MUST SUBMIT a legible copy of your valid DRIVER'S LICENSE , identified by the job title (Clinical Psychologist V) and IVA number, as verification at the filing of your application.
		OYes ONo
*	4.	EDUCATION
		Do you meet at least one of the requirements in either (A), (B), (C), (D) or (E) as specified in the Minimum Qualification Requirements for these positions? If so, you MUST SUBMIT copies of ALL OFFICIAL TRANSCRIPTS (undergraduate and graduate) to our office, identified by the job title (Clinical Psychologist) and IVA number, as verification at the filing of your application. OYes No
*	5.	CLINICAL INTERNSHIP
		Have you successfully completed: a) an internship in clinical psychology, b) a post-doctoral clinical internship, or c) at least one year of post-doctoral clinical psychology experience under competent

* 5

professional supervision? If so, please submit verification of your completion of this internship requirement, identified by the job title (Clinical Psychologist) and IVA number at the filing of your application.

Oyes \bigcirc No

* 6. EXPERIENCE

Do you have any professional post-doctoral clinical psychology experience that you would like us to consider? If so, 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. Treat each change in employer or position separately. The information for each employer should include:

A. Describe this employer or organization. Was this a government facility or university, privately funded hospital, small clinic, or self employment, etc.? In general, what kinds of activities or services did this facility provide? To whom (describe usual clientele)? If applicable what were the major departments or sections in this organization?

Note: If this was your own one-person practice, so state. Then skip question (B) below and proceed directly to question (C).

- B. In which department or section was your position located? Approximately how many and what kind of staff did it regularly employ (give number and job titles of staff)?
- C. 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 "provided psychotherapy," "assessment," etc. and instead be very specific in describing the tasks you performed.
- **D.** Did you perform any supervisory or administrative duties? If so, describe these duties in detail. Include such relevant information as: your official job title, the dates (from and to, month and year) you officially assumed such supervisory or administrative duties, the number and job titles of the positions you supervised, and how your supervisory duties and authority differed from those of your own supervisor.

Name	
Vacancy Number	
Position Number _	
Page 3 of 3	

CLINICAL PSYCHOLOGIST Supplemental Questionnaire cont'd

- 7. **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.
- * 8. 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

E-mail your Application, Supplemental Questionnaire and Additional Information to:

DOH.Employment@doh.hawaii.gov