Department of Health Employment Opportunity



Rev. 10/25/24

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

OPENING DATE: October 25, 2024 LAST DAY TO FILE APPLICATIONS: November 24, 2024

Public Health Nutritionist III, IV Recruitment No. 24X007 Position No. 44845 Hilo, Hawaii

Level III \$4,858 - \$5,918 per month (SR-20, Step D to I) Level IV \$5,258 - \$6,399 per month (SR-22, Step D to I)

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: Plans, develops, conducts and evaluates a program of nutrition education and consultation services in an assigned geographical area; or provides direct nutrition services and nutrition education and consultation in a highly specialized program area independently; and performs 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 work week.

1. Education Requirement:

A master's degree from an accredited college or university with a major in public health nutrition, or in applied human nutrition with coursework in public or community health (biostatics, epidemiology, health administration and health planning), and eligibility for registration by the Commission on Dietetic Registration of the American Dietetic Association.

- 2. Specialized Experience Requirement: None for the III level. Applicants for the IV level must have had one (1) year progressively responsible professional nutrition experience in a public health program, agency, or setting which involved (1) assessing needs, planning and evaluating nutrition services, educating the public in the promotion of positive health through good nutrition, prevention of chronic disease and rehabilitation of the sick, individually or in groups, conducting in-service education or workshops for professionals and para-professionals; or (2) working as a nutrition consultant to other professionally trained individuals such as, physicians, nurses, social workers and teachers.
- 3. **Substitutions in Lieu of Education Allowed:** The education requirement for Public Health Nutritionist IV will be deemed to have been met by an applicant possessing a bachelor's degree with a major in food and nutritional science, community nutrition, or clinical and community dietetics, from and accredited college or university in a curriculum including field work or internship which would render the graduate eligible to take the American Dietetic Association registration examination; and an additional one and one-half (1-1/2) years of Specialized Experience as described above.

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:

- 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.

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.

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.
- 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.

A. Are you legally authorized to work in the United

B. Will you now or in the future require sponsorship by

No

1. WORK AUTHORIZATION

States? Yes

Please answer both A and B below:

• 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.

the State of Hawaii for employment visa status (e.g. H-1B visa status)? Yes 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:

3		TITLE APPLY	YING FOR
4		ITMENT NUM	
5. NAME:	Last	First	Middle
6. OTHER NAMES USED OR FORMER LAST NAME:	Last	1 1151	MINITALE
7. MAILING ADDRESS:			
	P.O. Box o	or Number an	d Street
City 8. PHONE NUMBER:		State	Zip Code
	Hon	ne	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 Applican
Date	;	Original	Signature	of Applican

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.	or restriction from applying with the State of Hawai'i.)	
18.	SETTLEMENTS OR AGREEMENTS Have you accepted a settlement, a cash buyout such as through the State's Separation Incentive Progra or are you subject to any restriction limiting or precluding you from seeking or securing employment with the State of Hawai'i? (If you answer "Yes," to question 18, please explain in detail in item #19 below, the reason and date of your sett	_YES_NO
17.	Was your license or certification to practice in a regulated profession (for example, physician, engineer, nurse, plumber, etc.) ever suspended or revoked?	
16.	SUSPENSION OR REVOCATION OF LICENSE	
	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.)	
13.	nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.)	
12.	WITHIN THE PAST THREE (3) YEARS, HAVE YOU BEEN CONVICTED OF ANY OFFENSE RELATED TO CONTROLLED SUBSTANCES? (If you answer "Yes" to the above question, please explain in detail in item #13 below, the dates,	YESNO
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.)	
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?	YES 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: Last First Middle 4. OTHER NAMES USED OR FORMER LAST NAME: 5. E-MAIL ADDRESS: P.O. Box or Number and Street P.O. Box or Number and Street Tip Code To PHONE NO.: Home Other						
8. EDUCATION HISTORY: When verification is required, the documentation m for the training and/or your application may be considered incomplete and rejected. Th your qualifications for the position(s) for which you are applying. A. NAME AND LOCATION (city and state) of last grade school attended: (ele (School name/type) Did you graduate? Yes No If no, what grade level did you complete the position of the posit	e information you pro The information ementary, intermedia (City/State	vide in this section wing you submit on the or high school)	ll be used st	rictly in the evaluation of	DO NOT WRITE IN THIS SPACE	
Did you receive a GED? Yes No					1	
B. TRAINING: In-service training, business, trade, armed forces, college or univer	rsity, graduate of prof		of Credits	Kind of Degree,	-	
NAME & ADDRESS	Field of Stu	*	Completed Quarter	Diploma or Certificate Received		
					1	
					J	
9. LICENSES, CERTIFICATES, OTHER QUALIFICATIONS A. DRIVER'S LICENSE: Yes, I have a valid driver's license or I am able No, I do not have a driver's license and/or I are a driver's license. B. OTHER LICENSES OR CERTIFICATES: Please indicate the kind, regist evidence is required, please submit a photocopy or present for verification.	n not interested in bo	eing considered for p	positions w	hich require		
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	Employer	From: Month Year
Ë	Address	To:
၂ ၀	Supervisor's Name and Title	Full Time Part Time Volunteer
	Company Phone Number	
Last	Company Phone NumberCompany URL Internet Address	Average hours worked per week
	Your Position Title and Duties	Reason(s) for leaving
or	Tour rostrion rue and Duties	.
t l		
se		
Present		
_		·
our	Do you supervise? Yes No If yes, how many employees?	May we contact this employer? Yes No
گ	Do you supervise: Tes Two If yes, now many employees:	
Е	mployer	From: Month Year
Α	ddress	Month Year
		To:Month Year
S	upervisor's Name and Title	Full Time Part Time Volunteer
C	ompany Phone Number	
C	ompany URL Internet Address	Average nours worked per week
Y	our Position Title and Duties	Reason(s) for leaving
l _		
l _		
l _		
_		
_		May we contact this employer? Yes No
	id you supervise? Yes No If yes, how many employees?	
E	mployer	From:Month Year
A	ddress	Month Year To:
		To:Month Year
	upervisor's Name and Title	Full Time Part Time Volunteer
	ompany Phone Number	Average hours worked per week
V	ompany URL Internet Address	Reason(s) for leaving
10	our Position Title and Duties	reason(s) for reaving
_		
_		
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=		M
_	id you supervise? Yes No If yes, how many employees?	May we contact this employer? Yes No
	mployer	From: Month Year
A	ddress	To:
_		Month Year
	pervisor's Name and Title	Full Time Part Time Volunteer
	ompany Phone Number	Average hours worked per week
	ompany URL Internet Address	Reason(s) for leaving
Yo	our Position Title and Duties	
-		
-		
D	id you supervise? Yes No If yes, how many employees?	May we contact this employer? Yes No

Name _	
	Recruitment Number 24X007
	Position Number 44845
	Page 1 of 3

PUBLIC HEALTH NUTRITIONIST IV (SR-22) 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.

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 of my application and the "Supplemental Questionnaire." This includes a detailed description of each position that I feel qualifies me for the job. 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 Supplemental Questionnaire; however, I may attach it to the application to provide additional information. ☐ acknowledge I have read and understand the above information SIGNATURE DATE

*2. DRIVER'S LICENSE

Do you	have a valid	d driver's	license? I	f YES,	you MUST	submit	a legible	copy of	your	DRI VER'S
LICENS	SE as verific	ation.								

OYes ONo

Name _	
	Page 2 of 3

PUBLIC HEALTH NUTRITIONIST IV (SR-22) Supplemental Questionnaire cont'd

*3. EDUCATION

Do you fall into one of the following?

- **A.** I possess a Bachelor's degree with a major in food and nutritional science, community nutrition, or clinical and community dietetics from an accredited university including field work or a dietetic internship that renders me eligible to take the American Dietetic Association Registered Dietitian examination **AND** at least one and one-half years of professional public health nutrition experience; OR
- **B.** I possess a Master's degree from an accredited university with a major in public health nutrition, or in applied human nutrition with coursework in public or community health (biostatistics, epidemiology, health administration AND health planning) and am eligible for registration by the Commission on Dietetic Registration of the American Dietetic Association; OR

If "Yes," you MUST submit a copy of your OFFICIAL transcripts at the time of the filing of the application. Copies will not be returned. If you are seeking to meet the Education Requirement under option A, be sure to address your relevant work experience in your application and complete supplemental question number 6.

_	-
)Ves
2	103
)No

*4. AMERICAN DIETETIC ASSOCIATION REGISTRATION STATUS

Are you:

- **A.** Registration Eligible under the standards of the Commission on Dietetic Registration of the American Dietetic Association with an appropriate Bachelor's or Master's degree;
- **B.** a Registered Dietitian as recognized by the American Dietetic Association?

You MUST submit appropriate documentation (i.e., a statement from your academic institution or the American Dietetic Association, or a copy of your current Registered Dietitian certificate) at the time of the filing of the application. Copies will not be returned.

(D Yes
(OMC

*5. **SPECIALIZED EXPERIENCE**

If you possess professional nutrition experience in a public health program, agency or setting, use this space to provide information about your relevant work experience. As appropriate, this information will help to determine if you meet the minimum requirements.

For EACH position listed in the experience portion of your application where you wish to receive credit, give the following:

- A. Name of employer
- B. Your job title
- **C.** The dates you held this title (from and to, MONTH and year), and the average number of hours you worked per week.
- **D.** A brief description of the agency, program or setting where you gained professional public health nutrition experience. What was the mission of your program as it related to public health? What segments of the community did your program target?

Name	
	Page 3 of 3

PUBLIC HEALTH NUTRITIONIST IV (SR-22) Supplemental Questionnaire cont'd

- **E.** A DETAILED description of your duties and responsibilities for this employer and position:
- **1.** Give examples of how you used your knowledge of **public health** to organize, coordinate and evaluate nutrition services in the community.
- 2. How were you involved in providing nutrition education?
- **3.** In what ways did you gain knowledge of community groups and organizations that are resources in public health nutrition?

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

6. ADDITIONAL INFORMATION

Provide any other information related to this position that you would like us to consider.

*7. SUPPORTING DOCUMENTS

Your supporting documents (transcripts, driver's license, etc.), as described in the job posting, must be submitted at the time of the filing of your application.

* Required Question

Mail or hand-carry your Application, Supplemental Questionnaire and Supporting Documents to:

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

Name _	
	Recruitment Number 24X007
	Position Number 44845
	Page 1 of 3

DATE

PUBLIC HEALTH NUTRITIONIST III (SR-20) 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 of my application and the "Supplemental Questionnaire." This includes a detailed description of each position that I feel qualifies me for the job. 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 Supplemental Questionnaire; however, I may attach it to the application to provide additional information.

□I acknowledge I have read and understand the above information

*2. DRIVER'S LICENSE

SIGNATURE

Do you	have a valid	d driver's	license? I	f YES,	you MUST	submit	a legible	copy of	your	DRI VER'S
LICENS	SE as verifica	ation.								

OYes ONo

Name	
	Page 2 of 3

PUBLIC HEALTH NUTRITIONIST III (SR-20) Supplemental Questionnaire cont'd

*3. EDUCATION

Do you fall into one of the following?

- **A.** I possess a Bachelor's degree with a major in food and nutritional science, community nutrition, or clinical and community dietetics from an accredited university including field work or a dietetic internship that renders me eligible to take the American Dietetic Association Registered Dietitian examination **AND** at least one and one-half years of professional public health nutrition experience; OR
- **B.** I possess a Master's degree from an accredited university with a major in public health nutrition, or in applied human nutrition with coursework in public or community health (biostatistics, epidemiology, health administration AND health planning) and am eligible for registration by the Commission on Dietetic Registration of the American Dietetic Association; OR

If "Yes," you MUST submit a copy of your OFFICIAL transcripts at the time of the filing of the application. Copies will not be returned. If you are seeking to meet the Education Requirement under option A, be sure to address your relevant work experience in your application and complete supplemental question number 6.

UYes	
ONo	

*4. AMERICAN DIETETIC ASSOCIATION REGISTRATION STATUS

Are you:

- **A.** Registration Eligible under the standards of the Commission on Dietetic Registration of the American Dietetic Association with an appropriate Bachelor's or Master's degree;
- B. a Registered Dietitian as recognized by the American Dietetic Association?

You MUST submit appropriate documentation (i.e., a statement from your academic institution or the American Dietetic Association, or a copy of your current Registered Dietitian certificate) at the time of the filing of the application. Copies will not be returned.

()Yes
(OMC

*5. EXPERIENCE

COMPLETE THIS QUESTION IF YOU ARE SEEKING TO MEET THE EDUCATION REQUIREMENT THROUGH POSSESSION OF A BACHELOR'S DEGREE AND RELEVANT NUTRITION EXPERIENCE OR IF YOU HAVE WORK EXPERIENCE YOU WISH US TO CONSIDER.

If you possess professional nutrition experience in a public health program, agency or setting, use this space to provide information about your relevant work experience. As appropriate, this information will help to determine if you meet the minimum requirements.

For EACH position listed in the experience portion of your application where you wish to receive credit, give the following:

- A. Name of employer
- **B.** Your job title
- **C.** The dates you held this title (from and to, MONTH and year), and the average number of hours you worked per week.

Name	
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PUBLIC HEALTH NUTRITIONIST III (SR-20) Supplemental Questionnaire cont'd

- **D.** A brief description of the agency, program or setting where you gained professional public health nutrition experience. What was the mission of your program as it related to public health? What segments of the community did your program target?
- E. A DETAILED description of your duties and responsibilities for this employer and position:
- **1.** Give examples of how you used your knowledge of **public health** to organize, coordinate and evaluate nutrition services in the community.
- 2. How were you involved in providing nutrition education?
- **3.** In what ways did you gain knowledge of community groups and organizations that are resources in public health nutrition?

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

6. ADDITIONAL INFORMATION

Provide any other information related to this position that you would like us to consider.

*7. SUPPORTING DOCUMENTS

Your supporting documents (transcripts, driver's license, etc.), as described in the job posting, must be submitted at the time of the filing of your application.

* Required Question

Mail or hand-carry your Application, Supplemental Questionnaire and Supporting Documents to:

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

EMPLOYMENT AVAILABILITY INFORMATION

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

CONFIDENTIAL

Last First M.I. Code(s) VP Date	1. Name:			Social S	390	390 (DOH Ext), rev. 7				
3. Recruitment No.	Last	First	M.I.			DOH Use Only	DOH Use Only			
OAHU Ewa (Includes Makakilo, Kapolei, Barber's Point, Ewa Beach) Waipahu to Aiea (Includes Waikele, Waijoin, Pearl City) Halawa to Kalihi (Includes Aliamanu, Airport, Salt Lake, Moanalua, Mapunapuna, Kapalama, Palama, Sand Island, Iwilei) Downtown (Includes Nuuanu, Pauca, Makiki-Kapiolani, Ale Moana) Manoa to Kahala (Includes Moliili, McCully, Waikiki, Kapahulu, Kaimuki, Palolo, Waialae to Wailupe) Aina Haina to Hawaili Kai Waiimanalo 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) Waimaa Coast (Includes Maili, Nanakuli, Waianae, Makaha) HAWAII Hilo (Includes Papaikou, Pepeekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe) Honokaa / Hamakua (Including Ookala, Paaulio, Paaulhau, Haina, Kukuihaele) Kona (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau) Ka'u (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau) Ka'u (Includes Hawaii Volcanoes Nat'l Park, Volcano, Kurtistown, Mountain View, Keaau, Pahoa, Kapoho) 5. will accept a job which is:	3. Recruitment No.	Job	Title	Acc	Rej	•	VP	Date		
OAHU Ewa (Includes Makakilo, Kapolei, Barber's Point, Ewa Beach) Waipahu to Aiea (Includes Waikele, Waijoin, Pearl City) Halawa to Kalihi (Includes Aliamanu, Airport, Salt Lake, Moanalua, Mapunapuna, Kapalama, Palama, Sand Island, Iwilei) Downtown (Includes Nuuanu, Pauoa, Makiki-Kapiolani, Ale Moana) Manoa to Kahala (Includes Moliili, McCully, Waikiki, Kapahulu, Kaimuki, Palolo, Waialae to Wailupe) Aina Haina to Hawaili Kai Waiimanalo 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) Waimaa Coast (Includes Maili, Nanakuli, Waianae, Makaha) HAWAII Hilo (Includes Papaikou, Pepeekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe) Honokaa / Hamakua (Including Ookala, Paaulio, Paaulhau, Haina, Kukuihaele) Kona (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau) Ka'u (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau) Ka'u (Includes Hawaii Volcanoes Nati Park, Volcano, Kurtistown, Mountain View, Keaau, Pahoa, Kapoho) 5. will accept a job which is:										
OAHU Ewa (Includes Makakilo, Kapolei, Barber's Point, Ewa Beach) Waipahu to Aiea (Includes Waikele, Waijoin, Pearl City) Halawa to Kalihi (Includes Aliamanu, Airport, Salt Lake, Moanalua, Mapunapuna, Kapalama, Palama, Sand Island, Iwilei) Downtown (Includes Nuuanu, Pauca, Makiki-Kapiolani, Ale Moana) Manoa to Kahala (Includes Moliili, McCully, Waikiki, Kapahulu, Kaimuki, Palolo, Waialae to Wailupe) Aina Haina to Hawaili Kai Waiimanalo 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) Waimaa Coast (Includes Maili, Nanakuli, Waianae, Makaha) HAWAII Hilo (Includes Papaikou, Pepeekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe) Honokaa / Hamakua (Including Ookala, Paaulio, Paaulhau, Haina, Kukuihaele) Kona (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau) Ka'u (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau) Ka'u (Includes Hawaii Volcanoes Nat'l Park, Volcano, Kurtistown, Mountain View, Keaau, Pahoa, Kapoho) 5. will accept a job which is:										
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Waipahu to Aiea (Includes Waipio, Pearl City) Halawa to Kalihi (Includes Maikele, Waipio, Pearl City) Halawa to Kalihi (Includes Aliamanu, Airport, Salt Lake, Moanalua, Mapunapuna, Kapalama, Palama, Sand Island, Iwilie) Downtown (Includes Nuuanu, Pauoa, Makiki-Kapiolani, Ala Moana) Manoa to Kahala (Includes Nuuanu, Pauoa, Makiki-Kapiolani, Ala Moana) Manoa to Kahala (Includes Moliili, 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) Wainanae Coast (Includes Maili, Nanakuli, Waianae, Makaha) Hawawi Kunia/ Mililani Hilio (Includes Papaikou, Pepeekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe) Honokaa / Hamakua (Includes Meahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau) Ka'u (Includes Cene Wew, Naalehu, Pahala) Puna (Includes Hawaii Volcanoes Nat'l Park, Volcano, Kurtistown, Mountain View, Keaau, Pahoa, Kapoho) 5. I will accept a job which is:	-									
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□ Kaneohe to Kualoa (Includes Kahaluu, Waiahole, Waikane) □ Kapaa (Includes Wailua, Kealia, Anahola) □ Kapaa (Includes Punaluu, Hauula, Laie, Kahuku) □ Hanalei (Includes Kilauea, Princeville, Haena) □ North Shore (Includes Sunset Beach, Waimea, Haleiwa, Waialua, Mokuleia) □ Waimea (Includes Kokee, Kekaha, Kaumakani, Hanapepe, Eleele, Port Allen, Kalaheo) □ Wainaae Coast (Includes Maili, Nanakuli, Waianae, Makaha) □ Koloa (Includes Lawai, Omao) HAWAII □ Hilo (Includes Papaikou, Pepeekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe) □ Kamuela / Kohala / Waikoloa (Includes Halaula, Papaau, Hawi, Kawaihae) □ Kamuela / Kohala / Waikoloa (Includes Halaula, Papaau, Hawi, Kawaihae) □ MOLOKAI □ Karaa (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau) □ Kaunakakai (Includes Maunaloa, Hoolehua, Kualapuu) □ Ka'u (Includes Hawaii Volcanoes Nat'l Park, Volcano, Kurtistown, Mountain View, Keaau, Pahoa, Kapoho) □ Kalaupapa		aı								
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□ Wahiawa/ Kunia/ Mililani Port Allen, Kalaheo) □ Waianae Coast (Includes Maili, Nanakuli, Waianae, Makaha) □ Koloa (Includes Lawai, Omao) HAWAII □ Hilo (Includes Papaikou, Pepeekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe) □ Lanai City □ Honokaa / Hamakua (Including Ookala, Paauilo, Paauhau, Haina, Kukuihaele) □ Lanai City □ Kamuela / Kohala / Waikoloa (Includes Halaula, Papaau, Hawi, Kawaihae) MOLOKAI □ Ka'u (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau) □ Kaunakakai (Includes Maunaloa, Hoolehua, Kualapuu) □ Ka'u (Includes Hawaii Volcanoes Nat'l Park, Volcano, Kurtistown, Mountain View, Keaau, Pahoa, Kapoho) □ Kalaupapa						,				
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☐ Hillo (Includes Papaikou, Pepeekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe) ☐ Lanai City ☐ Honokaa / Hamakua (Including Ookala, Paauilo, Paauhau, Haina, Kukuihaele) ☐ Kamuela / Kohala / Waikoloa (Includes Halaula, Papaau, Hawi, Kawaihae) MOLOKAI ☐ Kona (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau) ☐ Ka'u (Includes Ocean View, Naalehu, Pahala) ☐ Kaunakakai (Includes Maunaloa, Hoolehua, Kualapuu) ☐ Puna (Includes Hawaii Volcanoes Nat'l Park, Volcano, Kurtistown, Mountain View, Keaau, Pahoa, Kapoho) ☐ Kalaupapa	HAWAII					LANAL				
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□ Kona (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau) □ Ka'u (Includes Ocean View, Naalehu, Pahala) □ Kaunakakai (Includes Maunaloa, Hoolehua, Kualapuu) □ Puna (Includes Hawaii Volcanoes Nat'l Park, Volcano, Kurtistown, Mountain View, Keaau, Pahoa, Kapoho) □ Kaunakakai (Includes Maunaloa, Hoolehua, Kualapuu) □ Kalaupapa	☐ Kamuela / Kohala / Waikoloa (Includes Halaula, Papaau, Hawi, Kawaihae)					•				
□ Ka'u (Includes Ocean View, Naalehu, Pahala) □ Puna (Includes Hawaii Volcanoes Nat'l Park, Volcano, Kurtistown, Mountain View, Keaau, Pahoa, Kapoho) □ Kalaupapa 5. I will accept a job which is: □ Permanent □ Full-time □ At a lower rate of pay □ Temporary □ Part-time						□ Kaunakakai (Includes Maunaloa, Hoolehua, Kualapuu)				
5. I will accept a job which is: □ Permanent □ Full-time □ At a lower rate of pay □ Temporary □ Part-time	·									
☐ Temporary ☐ Part-time	□ Puna (Includes Hawaii Vo.	canoes Nat'l Park, Volcano	, Kurtistown, Mountain View	, Keaau, Pahoa,	Kapoho)	□ Naiaupapa				
☐ Temporary ☐ Part-time	5 I will accept a job which is	.· □ Perm	nanent □ Full-time	□ At a low	er rate of nav	,				
6. I would like to be considered for jobs which require driving: □ Yes (attach a copy of your valid driver's license)	o. 1 will dooopt a job whom to				or rate or pay	,				
□ No	6. I would like to be conside	red for jobs which require		a copy of your	valid driver's	s license)				
7. How did you hear about this recruitment? Local newspaper Department of Human Resources Development website	7. How did you hear about t	nis recruitment?				•	Development w	ebsite		
□ Department of Health website □ Word of mouth □ Other (specify)	☐ Department of H			th website						

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.

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:						
2	٨٥٥	Recruitment Number	Job Title				
э.	Age						
	☐ Under 20						
	□ 20 - 24						
	□ 25 - 29 □						
	□ 30 - 39						
	☐ 40 - 49 —						
	\square 50 and over						
4	<u>Gender</u>						
7.	☐ Male ☐ Fe		egory for non-binary individuals who xclusively 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 - Include		cent, including Pakistani and East t (excluding Filipino or Puerto Rican)				
	☐ Mixed (other th	an Part-Hawaiian)					
	☐ Others or Unknown						