

Department of Health Employment Opportunity



Rev. 11/27/24

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

OPENING DATE: November 27, 2024

LAST DAY TO FILE APPLICATIONS: December 29, 2024

Epidemiological Specialist IV Recruitment No. 24X013 Position No. 23800 Hilo, Hawaii Island

\$5,258 to \$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:** The primary purpose of this position is to perform island-wide communicable disease control activities for the County of Hawaii by providing epidemiologic expertise for county-wide surveillance of communicable diseases and certain non-communicable conditions; investigating individual cases and outbreaks of new, rare or serious illness, implementing disease prevention and control measures.
- ◆ **MINIMUM QUALIFICATION REQUIREMENTS:** To qualify, you must meet **all** of the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.
 1. **Basic Education Requirement:** Bachelor's degree from an accredited four (4) year college or university. The coursework must have included at least three (3) courses in the biological sciences of which at least one course must be beyond the introductory level. Successful completion of such coursework must demonstrate an aptitude for, and a basic knowledge of the biological sciences.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree with the above coursework, may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

2. **Specialized Experience Requirement:** Two and one-half (1-1/2) years of progressively responsible professional work experience which demonstrated knowledge and application of the principles, practices, methods and techniques used in the identification, prevention and control of communicable diseases. The experience must demonstrate:

Knowledge of: 1) The causes and symptoms, and social and environmental factors affecting the transmission of communicable diseases; 2) Pertinent laws, regulations, administrative rules and policies relating to the reporting and control of communicable diseases; 3) The control methods, medical and epidemiological characteristics of communicable diseases; 4) Investigational, inspectional, educational & motivational methods and techniques; 5) Techniques and precautions in the collection, preparation, recording the transporting of specimens; and 6) Applicable provisions of confidentiality and freedom of information requirements; and the,

Ability to: 1) Conduct investigational & educational activities; 2) Interpret & apply pertinent laws, regulations, rules and policies; 3) Perform various clinical activities; and 4) Establish and maintain effective working relationships with afflicted persons, physicians, other public health personnel & the general public.

For the Epidemiological Specialist III and IV levels, at least one (1) year of the required experience must have been comparable to the next lower level in the State service.

3. **License:** Some positions may require a valid driver's license. Please attach a copy to your application.
4. **Substitution of Education for Experience:**
1. A master's degree from an accredited college or university with a major in a biological science, Public Health, or related area, may be substituted for six (6) months of Specialized Experience.
 2. A master's degree from an accredited college or university with a major in Epidemiology or related area, may be substituted for one and one-half (1-1/2) years of Specialized Experience.
 3. A Doctorate in Epidemiology, or related area, from an accredited college or university may be substituted for two and one-half (2-1/2) years of Specialized Experience.

An Equal Opportunity Employer

HOW TO FILE:

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

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

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

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

1. Evidence of the appropriate training (official transcript or diploma to verify coursework or major) to be given credit for education. A legible photocopy will be accepted; however, the Department of Health reserves the right to request an official copy of your transcript.
2. Copy of any license or registration required to qualify you for the position.
3. 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:

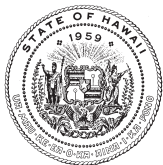
Administrative Review: If you do not agree with the action taken on your application, you must first request an administrative review with the Department of Health. Requests must be made, in writing, to the Department of Health at the address listed above, and received or postmarked within 7 working 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.
- The information on pages 1 and 2 will not be released to persons involved in the appointment process.

The State of Hawai'i is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

1. WORK AUTHORIZATION

Please answer both A and B below:

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

2. UNITED STATES MILITARY SERVICE/ VETERAN'S PREFERENCE

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

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

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

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

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

3. _____
POSITION TITLE APPLYING FOR

4. _____
RECRUITMENT NUMBER

5. NAME: _____
Last First Middle

6. OTHER NAMES USED OR FORMER LAST NAME: _____

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

City State Zip Code

8. PHONE NUMBER: _____
Home Other

9. CERTIFICATE OF APPLICANT

I hereby certify that all statements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the service of the State of Hawai'i. I have read the terms or conditions stated on this application and understand that there may be additional employment-related tests as required.

Date Original Signature of Applicant

STATE OF HAWAI'I APPLICATION FOR CIVIL SERVICE POSITIONS

The information on pages 1 and 2 will not be released to persons involved in the appointment process.

Information requested in items 10 through 19 is needed to make determinations on your suitability for employment. Dismissals from employment or dishonorable separations from military service do not automatically disqualify you from employment. The circumstances of each individual case will be evaluated against the requirements of the position for which you have applied, to determine suitability for employment.

10. DISMISSALS FROM EMPLOYMENT AND/OR DISHONORABLE SEPARATIONS FROM MILITARY SERVICE

Within the past five years, were you:

A) Fired, terminated for cause, dismissed, discharged or asked to resign from employment?..... YES..... NO

B) Separated from military service under conditions other than honorable? YES..... NO

(If you answer "Yes" to question 10A or 10B, please explain in detail in item #11 below, the dates and reasons for your dismissal from employment or separation from military service. For dismissals from employment, provide also the name and address of the employer.)

11. _____

12. WITHIN THE PAST THREE (3) YEARS, HAVE YOU BEEN CONVICTED OF ANY OFFENSE RELATED TO CONTROLLED SUBSTANCES? YES..... NO

(If you answer "Yes" to the above question, please explain in detail in item #13 below, the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.)

13. _____

14. HAVE YOU EVER BEEN CONVICTED OF ANY ACT, ATTEMPT OR CONSPIRACY TO OVERTHROW THE STATE OR FEDERAL GOVERNMENT BY FORCE OR VIOLENCE? YES..... NO

(If you answer "Yes" to the above question, please explain in detail in item #15 below, the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.)

15. _____

16. SUSPENSION OR REVOCATION OF LICENSE

Was your license or certification to practice in a regulated profession (for example, physician, engineer, nurse, plumber, etc.) ever suspended or revoked? YES..... NO

(If you answer "Yes," please explain in detail in item #17 below, the type of license; the date; the state; the specific board or organization that suspended or revoked your license; the circumstances of the suspension or revocation; and any other relevant information you wish to provide.)

17. _____

18. SETTLEMENTS OR AGREEMENTS

Have you accepted a settlement, a cash buyout such as through the State's Separation Incentive Program or are you subject to any restriction limiting or precluding you from seeking or securing employment with the State of Hawai'i? YES..... NO

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

19. _____

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

10. EXPERIENCE: Please type or print legibly in blue or black ink. Begin with your present or last employment/training and work backwards. Describe all employment/training, including military service and volunteer work. Use separate blocks if your duties and responsibilities changed while working for the same employer. To receive full credit for your experience, describe in detail the tasks you were assigned. If you supervised others, explain your duties as a supervisor and indicate the number and job duties of employees you supervised. If more space is needed provide the information on a blank sheet titled "Experience" and attach it to this form. Information you submit on this form may be verified.

Please complete this section even if you are attaching a resume or other documents.

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

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

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

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

EPIDEMIOLOGICAL SPECIALIST 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.

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**

Do you possess a Bachelor's degree which included at least three courses in the biological sciences, of which at least one is beyond the introductory level?

If you wish to receive credit for your academic training, you **MUST SUBMIT** a copy of your **OFFICIAL TRANSCRIPTS**, identified by the job title (Epidemiological Specialist IV) and IVA number, as verification at the filing of your application. Note: To be creditable, the focus and content of the course must have been substantively devoted to the biological science.

- Yes
 No

EPIDEMIOLOGICAL SPECIALIST IV (SR-22)
Supplemental Questionnaire cont'd

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

Do you possess a Master's or Doctorate degree in a biological science, Public Health, Epidemiology or related area?

If you wish to receive credit for your academic training, you **MUST SUBMIT** a copy of your **OFFICIAL GRADUATE TRANSCRIPTS**, identified by the job title (Epidemiological Specialist IV) and IVA number, as verification at the filing of your application.

- Yes
 No

* 4. **SPECIALIZED EXPERIENCE**

Do you have at least two and one-half years of work experience as described in the job announcement? If so, please identify each employer and position 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. Name of employer. Was this a government agency, university or private research lab, etc.? What kinds of services did it provide?

B. The major departments or sections of this employer. Which department did you work in? How many and what kinds of staff did you work with?

C. The **primary** function of your position. What were your **major** duties and responsibilities?

D. A description of your duties and responsibilities, if any, in EACH of the following areas: **1)** the identification, prevention and control of communicable diseases, including examples of the kinds of diseases and the specific steps you took to identify, prevent or control them; **2)** the reporting of communicable diseases, including examples of the pertinent laws and rules you worked with, how you dealt with confidentiality issues, etc.; **3)** your recognition of the medical and epidemiological characteristics of communicable diseases, and the steps you took to implement appropriate control methods; **4)** the investigational, inspectional, educational and motivational methods and techniques you used in the control of communicable diseases; and **5)** the techniques used and precautions you took in the collection of samples.

E. A description of your supervisory duties, if any, including the number and job titles of positions you supervised. Also describe how your supervisory duties differed from those of your own supervisor.

* 5. **DRIVER'S LICENSE**

Do you possess a valid driver's license? If so, you **MUST SUBMIT** a legible copy of your valid **DRIVER'S LICENSE**, identified by the job title (Epidemiological Specialist IV) and IVA number, as verification at the filing of your application.

- Yes
 No

Name _____
Vacancy Number 24X013
Position Number 23800
Page 3 of 3

**EPIDEMIOLOGICAL SPECIALIST IV (SR-22)
Supplemental Questionnaire cont'd**

6. SUPERVISORY EXPERIENCE

This experience is **NOT** required. However, if you possess supervisory experience over other professional staff, please provide the following information:

- A.** The name of your employer and your job title;
- B.** Complete dates (start/end, month & year) you were an official supervisor;
- C.** The number and job titles of the employees you supervised; and
- D.** A specific description of your supervisory duties. Explain how your responsibilities and level of authority differed from those of your supervisor.

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**

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

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

**DEPARTMENT OF HEALTH
APPLICANT DATA SURVEY**

DOH ADS (Rev. 07/15/20)

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

1. Applicant Name: _____
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