

Department of Health Employment Opportunity



Rev. 03/10/25

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

OPENING DATE: December 1, 2025

LAST DAY TO FILE APPLICATIONS: Continuous

WIC Nutrition Assistant Recruitment No. 25X039 Position No. Varies Oahu

\$4,726 per month (HE06)

- ◆ 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:** Full-time, Permanent Civil Service position. The primary purpose of this position is to provide assistance to the Public Health Nutritionists by performing nutrition activities related to low-risk factors, including prescribing supplemental foods and providing nutritional education; the position also determines participate eligibility. Work is performed at assigned clinics and/or at other sites.
- ◆ **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:** Experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill in addition to the ability to perform arithmetic computations, including fractions, percentages and averages. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous, but not necessarily full-time normal work, basis. This requirement was on a continuous, but not necessarily full-time normal work, basis. This requirement may also be met by possession of a high school diploma, or equivalent.
 2. **General Experience Requirement:** One year of work experience which involved meeting and dealing effectively with people and which demonstrated the ability to: (1) establish and maintain positive relationships with people and (2) provide and elicit pertinent information.

In addition, either concurrently or separately, there must be evidence of demonstrated ability to organize materials; elicit information and write notes consisting of complete sentences based on such information; and use a keyboard to input alpha and numeric data.

Specialized Experience Requirement: For the Nutrition Assistant, applicants must provide certificate of satisfactory completion of a State approved training program for paraprofessionals to provide nutrition services for the WIC program. The training program must meet standards set by the U.S. Department of Agriculture (USDA).

3. **Substitution of Education for Experience:** 1) Successful completion of thirty (30) semester credit hours of coursework from an accredited college or university which included at least six (6) semester credit hours of coursework in psychology, sociology, social work, or other behavioral science may be substituted for the General Experience on a year-for-year basis. 2) Possession of a bachelor's degree from an accredited college or university, with a major in Community Nutrition, Nutritional Sciences, or any other related Food Science or Nutrition major, may be substituted for all the General and Specialized Experience requirements.

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:

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.

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:

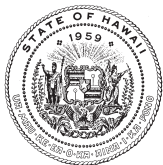
Administrative Review: If you do not agree with the action taken on your application, you must first request an administrative review with the Department of Health. Requests must be made, in writing, to the Department of Health at the address listed above and received or postmarked within 7 working days 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 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. _____

**WIC NUTRITION ASSISTANT (HE-06)
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 FORM. 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

SIGNATURE

DATE

***2. DRIVER'S LICENSE**

Do you have a valid driver's license? If YES, you **MUST submit a legible copy of your DRIVER'S LICENSE** as verification.

- Yes
 No

3. SPECIALIZED EXPERIENCE REQUIREMENT

Satisfactory **completion of a State approved training program for paraprofessionals to provide nutrition services for the WIC program** is required. Do you have such training?

If no, so state. If yes, give title of class/program and date and place (city, state) where training was obtained. **Submit a copy of the certificate of completion at the time of the filing of the application.** Copies will not be returned.

**WIC NUTRITION ASSISTANT (HE-06)
Supplemental Questionnaire cont'd**

***4. GENERAL EXPERIENCE REQUIREMENT**

Do you have **1 year** of work experience as described in the job announcement? **Treat each change in employer or position separately.** The information should include:

- A.** Employer name, position title, employment dates, and hours worked per week.
- B.** Describe this employer. Was this a government agency, private social services agency, or self employment, etc.? What kind of services did it provide? To whom (describe clientele)?
- C.** What was the **primary** focus of your position? What were your **major** duties and responsibilities? In your description, avoid the use of vague terms and instead be specific and complete. Include your specific role, the tasks you performed, and give relevant examples.
- D.** For this employer describe in detail your **work experience**, if any, as they demonstrated your knowledge in EACH area below. Address each area separately. Be sure to give examples. If no experience, so state. Refer to the job announcement for complete information:

1. Establish and maintain positive relationships with people. With whom did you establish such relationships? For what purpose? Were these relationships temporary (e.g., retail customers, etc.) or more sustained in nature (e.g., patient caseload, etc.)? Explain.
2. Provide and elicit information. What kind of information did you have to provide? For what purpose? What kind of information did you have to elicit? For what purpose?
3. Organize material. What kind of material did you organize? How did you organize this material? How often was this done (i.e., every day, once a week, as needed, etc.)?
4. Write notes. What did you take notes on? What were the notes used for? How often were you required to do this (i.e., every day, once a week, as needed, etc.)?
5. Use a keyboard to enter alpha/numeric data. Explain.

E. How did your duties and authority differ from your supervisor?

***5. SUBSTITUTION OF EDUCATION FOR REQUIRED EXPERIENCE**

Do you have the education as stated in the job announcement to be substituted for experience?

If yes, you must **submit** copies of your **official transcripts**, at the time of the filing of the application. Copies will not be returned.

- Yes
- No

***6. EDUCATION REQUIREMENT**

Have you graduated from high school or attained a General Equivalency Diploma (GED)?

If yes, provide school name, location (city & state) and date of graduation.

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

***8. 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

**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

