

**IMPORTANT INFORMATION**  
**State of Hawaii Department of Human Resources Development**  
**State Recruiting Office**

The information you provide will be used to determine whether you meet public employment requirements and the minimum qualification requirements in the Class Specifications. Federal laws (Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, and the Americans with Disabilities Act) prohibit employers from discriminating on the basis of race, color, religion, sex, national origin, or disability. The Age Discrimination in Employment Act prohibits discrimination on the basis of age. Chapter 378, H.R.S., prohibits employers from discriminating on the basis of race, sex, sexual orientation, age, religion, color, ancestry, disability, marital status, or arrest and court record except where it is a bona fide occupational qualification. The federal laws apply to all forms of employment decisions and actions, including pre-employment inquiries. The State of Hawaii is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

**EQUAL EMPLOYMENT OPPORTUNITY:** Federal and State laws apply to all forms of employment decisions and actions, including pre-employment inquiries. The State of Hawaii is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.

**MERIT CIVIL SERVICE SYSTEM:** The employment of persons in the civil service, as defined by State law, is governed by the merit principle. Applicants 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. It is the applicant's responsibility to provide complete information. The information submitted may be verified. Applicants must meet the requirements and qualify on appropriate employment related tests to be eligible for employment consideration.

**CITIZENSHIP REQUIREMENT:** Applicants must be citizens, permanent resident aliens, or nationals of the United States. Noncitizens with unrestricted employment authorization from the U.S. Immigration and Naturalization Service may also apply.

**HAWAII STATE RESIDENCY REQUIREMENT:** Effective July 1, 2007, persons who are nonresidents 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.

**PHYSICAL/MEDICAL REQUIREMENTS:** Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

**REASONABLE ACCOMMODATION:** Applicants with special needs should contact our office during business hours at (808) 587-0936 at the time of application. Callers from neighbor islands may call toll-free giving extension number 70936 when prompted: Kauai 273-3141; Maui 984-2400; Hawaii 974-4000; Molokai and Lanai 1-800-468-4644.

**LANGUAGE ACCESS ASSISTANCE:** All of our written and oral material will be provided to you in English. If you have difficulty understanding, please contact our department's Language Access Coordinator by telephone at (808) 587-1162 during business hours or write to the Language Access Coordinator, Department of Human Resources Development, 235 S. Beretania Street, Honolulu, Hawaii 96813.

**VETERANS PREFERENCE POINTS:** (Open Competitive Recruitments Only). To receive 5 Veterans Preference Points, an applicant must submit a copy of the DD214 (Member 4) verifying dates of honorable service. To receive 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. To receive credit, please identify all documents by job title and recruitment number.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION REQUIREMENT:** Offers of employment are conditional upon the results of a complete pre-employment physical examination. The cost and responsibility for all such examinations rest with 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.

**STATE RECRUITING OFFICE'S LEVELS OF REVIEW:** Applicants will be notified of their status in writing. Applicants who do not agree with a decision or action taken by the State Recruiting Office shall have three successive levels of review. Each review must be concluded before an applicant may request the next higher review. Note that each review is addressed to a specific office.

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## **STATE RECRUITING OFFICE'S LEVELS OF REVIEW:**

**1. ADMINISTRATIVE REVIEW.** This is the first level of review. All applicants will be notified of the status of their application when processing of the application is completed. Applicants who do not agree with an action taken by our office or who have questions about their application are strongly advised to first call our office to obtain clarification. Office staff may be reached during business hours at (808) 587-0936. Applicants who still do not agree with an action taken by our office may then formally request an Administrative Review in writing. The request must include the job title, recruitment number, and any relevant information; and must be postmarked no later than seven (7) working days from the date of our notice. Requests should be mailed via U.S. Postal Service to: State Recruiting Office, State Department of Human Resources Development, 235 S. Beretania Street, Room 1100, Honolulu, Hawaii 96813. The office is unable to accept requests for review via telephone or fax.

**2. INTERNAL COMPLAINT.** The Internal Complaint is the second level of review. An applicant who does not agree with an action resulting from the Administrative Review may then file an Internal Complaint with the State Department of Human Resources Development. More information about the Internal Complaint procedures, required forms, and mailing address will be provided in our letter regarding the Administrative Review, if necessary.

**3. APPEAL TO THE MERIT APPEALS BOARD.** An appeal to the Merit Appeals Board is the third level of review. An applicant who does not agree with an action resulting from the Internal Complaint with the State Department of Human Resources Development (HRD) may then file an appeal to the Merit Appeals Board. Further information and details regarding procedures, required forms, and the mailing address to file an appeal are available at <http://hawaii.gov/hrd/main/ecd/mab>. If the applicant does not agree with the Internal Complaint decision rendered by HRD, it may be appealed in writing to the State Merit Appeals Board within twenty (20) days from the date of the action on the Internal Complaint. An Internal Complaint must have been completed by HRD before an appeal may be requested.

If you have questions, please contact our office at (808) 587-0936 for further information.

August 27, 2008