VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 10/19/17
JOB TITLE: RESEARCH STATISTICIAN III
RECRUITMENT NO.: HMC 260-17
STATUS: TEMPORARY WITH BENEFITS/50% FULL-TIME EQUIVALENT
JOB LOCATION/DEPT: HILO MEDICAL CENTER, ORTHOPEDIC CLINIC
SALARY: 50% OF $3989 PER MONTH, SR-20, BU:13

All East Hawaii Health Care Facilities are Nicotine Free

The appointee to this position has potential to become permanent. Permanent civil service employees who are selected for a temporary position must request return rights to their permanent civil service position, or an equivalent position, prior to appointment.

JOB DUTIES: RESPONSIBLE FOR CONDUCTING RESEARCH STUDIES THROUGH THE APPLICATION OF RESEARCH AND STATISTICAL METHODS IN REGARDS TO HILO MEDICAL CENTER’S PATIENT POPULATION; DISEASES; MORBIDITY (OTHER DISEASES IMPACTING PATIENT’S HEALTH); MORTALITY (CAUSES), ETC. THIS POSITION WILL BE WORKING WITH PROGRAM ADMINISTRATORS, SUBJECT MATTER SPECIALISTS, AND THE GENERAL PUBLIC TO DEVELOP PROJECT STUDIES. MUST BE AVAILABLE TO WORK SHIFTS, WEEKENDS AND HOLIDAYS AS NECESSARY BASED ON HOSPITAL OPERATIONS;

MINIMUM QUALIFICATIONS: 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.

EDUCATIONAL REQUIREMENT: A full four-year course leading to a bachelor's degree in an accredited college or university which has included three (3) semester hours in statistics.

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, which included three (3) semester credit hours in statistics, 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.

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SPECIALIZED EXPERIENCE: One and one half (1-1/2) years of professional work experience conducting research and/or statistical studies which involved planning and designing surveys; modifying and applying research and statistical methods and techniques to the collection and analysis of data; and preparing summaries or reports with data presented in graphic, narrative, or numerical form.

SUBSTITUTION OF GRADUATE STUDY FOR EXPERIENCE: Successful completion of graduate study at an accredited college or university which included at least one graduate course in research methods and techniques or in advanced statistics may be substituted for experience to the extent indicated below:

Each full year (30 semester hours or 45 quarter hours) of graduate study in an appropriate field, as described in the Education Requirement, for one year of Specialized Experience.
QUALITY OF EXPERIENCE: 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 have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek. 

Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: Applicants must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

VETERAN’S PREFERENCE: If you are claiming Veteran’s Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation 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.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant’s personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at the HILO MEDICAL CENTER, Human Resources Office, 140 Rainbow Drive, Hilo, HI 96720. You can call (808) 932-3150 (Voice/TT), Toll Free (808) 845-6733, e-mail: hmcrecruit@hhsc.org or visit our website at www.hhsc.org. Application hours are: 9:00 am – 3:00 pm at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with “Continuous Recruitment Until Needs are Met” will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. the specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. any additional information you want to submit to substantiate your request. If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted. Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.