

DEPARTMENT OF HUMAN RESOURCES

RECRUITMENT NO. 10-02 - Open to all interested individuals.

**CONTINUOUS REGISTRATION RECRUITMENT
UNTIL NEEDS ARE MET**

SCHOOL CROSSING GUARD

**Part-time Permanent Vacancies – Hawai'i Police Department
and future island-wide vacancies**

- Honoka'a Elementary School (2 Vacancies)
- Ho'okena Elementary School (1 Vacancy)
- Waikoloa Elementary School (1 Vacancy)

Registration list may also be used for future part-time County-wide temporary and permanent vacancies for this class of work during the one year life of the registration list. (Two hours per day - one hour before school starts and one hour when school ends. Reporting times may vary depending on schedules at individual schools.)

NOTE: The Hawai'i Police Department will perform a background check on all qualified applicants referred to them by the Department of Human Resources.

STARTING SALARY: \$10.95/hour (SR-5); 2 hours/day Monday – Friday; 10 hours/week while school is in session.

EXAMPLES OF DUTIES: Ensures the safe and orderly crossing of children and other pedestrians at crossing locations near assigned schools; and performs other duties as required.

MINIMUM REQUIREMENTS:

- A combination of education and experience substantially equivalent to graduation from high school.

Physical Requirement: Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the essential job duties as prescribed in the County of Hawai'i's Pre-Entry Medical Examination Guide. The Pre-Entry Medical Examination Guide is on file for public inspection at the Department of Human Resources, Kona Mayor's Office, and our jobs web site.

EXAMINATION: None

INTERVIEW AND PRE-EMPLOYMENT MEDICAL EXAMINATION: Eligibles who are referred to vacancies may be subjected to a selection interview. The person(s) selected must also pass a pre-entry medical examination conducted by the County Physician prior to any appointment being made.

EMPLOYMENT BENEFITS: Career opportunity and mobility in a merit system, sick leave and vacation earnings on a pro-rated basis, social security, and credit union membership.

HAWAI'I COUNTY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

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GENERAL EMPLOYMENT REQUIREMENTS AND INFORMATION:

CIVIL SERVICE SYSTEM: This is for civil service employment with the County of Hawai'i. You must meet the minimum qualification requirements and other public employment requirements when applying for civil service jobs with us.

Applicants will be referred to the employing department or agency in the order of their examination grade and availability for employment. The employing department or agency may select any one of the eligibles referred. The names of those not selected will be kept on the eligible list for one year from the date of placement on the list for future employment consideration.

CITIZENSHIP AND RESIDENCE: Applicants must be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States. Persons must submit proof of authorization to work within 3 business days from date of hire. Persons who are hired from out-of-state shall become residents of the State within 30 days after beginning their employment and as a condition of eligibility for continued employment.

HOW TO APPLY: Call the County of Hawai'i's 24-hour job-hotline at # (808) 961-8618, or apply in person at the Department of Human Resources, County of Hawai'i, Aupuni Center, 101 Pauahi Street, Suite 2, Hilo, Hawai'i, 96720, telephone # (808) 961-8361 or Office of the Mayor/Executive Branches, 75-5722 Hanama Place, Suite 102, Kailua-Kona, Hawai'i, 96740. Applications can also be downloaded from the County's web site at www.co.hawaii.hi.us, click on "I want to apply for a County job."

WHEN TO FILE: File the application immediately. Mailed applications must be postmarked by the closing date to file applications. Applications may also be faxed to (808) 961-8617 by 4:30 p.m. Hawai'i Time of the closing date, or brought in person to the Department of Human Resources or the Kona Mayor's Office by 4:30 p.m. of the closing date. For open-continuous recruitments, notice of the closing date will be posted in the Department of Human Resources or other agencies as authorized by the Director of Human Resources.

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 the position. Provide a detailed description of your duties and responsibilities. If you worked on a volunteer or part-time basis, indicate the average number of hours worked per week. Verification of any volunteer work performed may be requested.

EXAMINATION: Unless otherwise specified in this announcement, you must qualify on an appropriate examination designed to measure applicants' knowledge and skills necessary for satisfactory performance of the duties and responsibilities of the class of work. If you are required to report for a written and/or performance examination, you will be notified at a later date of the time and place of the examination. Persons who require special accommodations should call the Recruitment & Examination Division at (808) 961-8361 as soon as possible. They also must submit a written request with documentation from a professional (who is qualified to make a diagnosis of such medical condition) verifying proof of the medical condition and the need for the accommodation. Such documentation must be submitted to the Recruitment & Examination Division 10 working days prior to the reporting date.

NOTIFICATION: You will be notified in writing of your application status and employment eligibility.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be physically and mentally able to perform efficiently the duties of the position. Qualified applicants must be able to perform, with or without reasonable accommodation, the essential functions of the position applied for. The County of Hawai'i is committed to making reasonable accommodations on a case-by-case basis. Offers of employment with the County of Hawai'i will be conditioned on the results of a pre-entry medical examination with the County Physician.

ADMINISTRATIVE REVIEW, INFORMAL STEP, AND APPEAL PROCESS:

ADMINISTRATIVE REVIEW: If you do not agree with an action taken on your application, you should FIRST request an administrative review with the Department of Human Resources. Your request must be done in writing within ten (10) calendar days following the date your notice was sent to the Department of Human Resources, Recruitment & Examination Division, at the address listed on this announcement, and must include: 1) the job title, 2) recruitment number, 3) the specific reason(s) you are requesting the review, and 4) any additional information you want to substantiate your request. If you do not submit your request within the ten day limit, an administrative review will *not* be conducted.

INFORMAL STEP: If you do not agree with the administrative review decision or the recruitment action taken by the Department of Human Resources, you must, whenever possible, informally discuss your complaint with the Recruitment & Examination division head within 20 working days following the date your notice was sent. The division head must render a written decision on the informal complaint within seven (7) working days from the date of the informal decision.

MERIT APPEALS BOARD: If you are not satisfied with the result of the informal step, you may submit a formal written complaint to the Merit Appeals Board. The written complaint will be considered an appeal to the Merit Appeals Board. The appeal must be filed directly with the Merit Appeals Board within twenty (20) calendar days from the action giving rise to the appeal, on an appeal form prescribed by the Merit Appeals Board.