



## INTERNAL VACANCY ANNOUNCEMENT

DEPARTMENT OF HUMAN SERVICES  
1390 MILLER STREET #202  
HONOLULU, HAWAII 96813

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POST ONE COPY ON EACH BULLETIN BOARD INCLUDING SITE OF VACANCY AND CIRCULATE ONE COPY AMONG ALL EMPLOYEES OF EACH BULLETIN BOARD'S LOCALE.

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**Post By: December 29, 2025**

***If you would like to be considered for the vacancy listed below, your application must be received in the Human Resources Office by January 8, 2026.***

**VACANCY NOTICE: #25-155**

**POSITION TITLE:** Self-Sufficiency and Support Services Specialist III / Professional Trainee II / Professional Trainee I

**POSITION NUMBER:** #46907

**LOCATION:** Benefit, Employment and Support Services Division, Statewide Branch, Oahu Section 3, Kailua First-to-Work Unit (Kailua)

**SALARY:**  
SR-20 (\$4,961.00 - \$7,069.00 per month)  
SR-18 (\$4,590.00 - \$6,535.00 per month)  
SR-16 (\$4,243.00 - \$6,043.00 per month)

*The recruitment for this position vacancy is being conducted as a multi-level recruitment. Applicants must specify, at the time of application, each level for which they wish to be considered. Qualified applicants will be referred for consideration at the lower level(s) only if there are insufficient qualified applicants at the higher level(s).*

**SUMMARY STATEMENT OF DUTIES:**

This position is responsible for the employment assessment, the development of the employment plan which includes necessary skill-building, enrolling, employment and other counseling for each individual participant. Assignment will include participants with minimal barriers to those with a multitude of barriers.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**Basic Education/Experience Requirements:**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Experience Requirements, 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 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 knowledges, 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.

**Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown, or any equivalent combination of training and experience.

**General Experience:**

One and one-half (1-1/2) years for Level III; six (6) months for Level II; none for Level I of progressively responsible professional experience in the field of social work, individual or family counseling, or related experience which involved assisting individuals and/or families resolve personal, social, employment and/or emotional problems.

For the Self-Sufficiency/Support Services Specialist III level, this experience must have involved counseling or guidance in situations where individuals had moderately difficult to difficult problems of grasping or understanding the nature of their problems of grasping or understanding the nature of their problems, choosing between various possible courses of action, adjusting to environmental conditions and/or acquiring or sustaining proper motivation.

**SUBSTITUTIONS ALLOWED:**

1. Possession of a master's degree or successful completion of 30 graduate semester credits from an accredited college or university with specialization in social work, counseling, psychology, or other related field, may be substituted for one (1) year of the General Experience.
2. Possession of a Ph.D. degree with specialization in the fields described above, from an accredited college or university, may be substituted for all of the General Experience.

**QUALITY OF EXPERIENCE:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**WHO MAY APPLY:**

All DHS employees who are members of the State's civil service. Acceptance of applications shall be in accordance with the State Human Resources Policies and Procedures in effect at the time of application.

**HOW TO APPLY:**

- 1) Obtain the **HRD 315A (Rev. 7/2018)**, "Competitive Internal Recruitment" application from your administrative assistant (e.g., HPHA, HYCF, etc.) or from the DHS Portal Human Resources Recruitment Resources page.
- 2) Complete the application, specifying the vacancy notice number and position title of the position for which you are applying. Provide complete and specific information related to your educational and work experiences which fulfill the requirements of the position.
- 3) **Submit a separate application for each vacancy notice number.** A legible photocopy of your application with current information and an **original signature** is acceptable.
- 4) Submit the application(s) and other required documentation to the DHS Human Resources Office at the address below. **Applicants are responsible for ensuring that their applications are filed with the Human Resources Office on a timely basis.**

**CAUTION:**

**IN ORDER TO BE CONSIDERED, YOUR APPLICATION MUST INCLUDE AN ORIGINAL SIGNATURE. UNSIGNED APPLICATIONS OR APPLICATIONS WITHOUT AN ORIGINAL SIGNATURE WILL BE CONSIDERED INCOMPLETE. INCOMPLETE APPLICATIONS AND/OR APPLICATIONS SUBMITTED ON THE WRONG FORM WILL BE REJECTED.**

**WHERE TO FILE:**

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|-----------------|--|--------------------------------|---|
| <b>Mail to:</b> | Department of Human Services<br>Human Resources Office/RES<br>P.O. Box 339<br>Honolulu, Hawaii 96809 | <b>Messenger/<br/>Walk in:</b> | Department of Human Services<br>Human Resources Office/RES<br>Liliuokalani Building<br>1390 Miller Street, Room 202 |
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**Email to:** res@dhs.hawaii.gov

**NOTE:**

**APPLICATIONS ARE ACCEPTED IN THE DHS HUMAN RESOURCES OFFICE BETWEEN 7:45 A.M. AND 4:30 P.M., MONDAY THROUGH FRIDAY. APPLICATIONS SENT THROUGH THE MESSENGER OR HAND-CARRIED MUST BE RECEIVED IN THE DHS HUMAN RESOURCES OFFICE NO LATER THAN 4:30 P.M. OF THE CLOSING DATE. APPLICATIONS SENT THROUGH THE POSTAL SERVICE MUST BE POSTMARKED NO LATER THAN 11:59 P.M. OF THE CLOSING DATE. EMAILED APPLICATIONS MUST BE RECEIVED BY 11:59 P.M. OF THE CLOSING DATE.**

**ELECTRONIC NOTIFICATION TO APPLICANTS:**

The Human Resources Office may use electronic mail (email) as a way to notify applicants of important information relating to the status and processing of their applications as part of our ongoing efforts to increase operational efficiency, promote the conservation of green resources, and minimize delays and costs.

Please ensure that your personal email address and contact information you provide on your application is current, secure, and readily accessible to you. We will not be responsible in any way if you do not receive our emails or fail to check your email-box in a timely manner.

**EVALUATION AND SELECTION:**

All qualified employees will receive consideration for employment in accordance with existing human resources policies, without regard to race, color, religion, sex, age, national origin, disability, marital status, sexual orientation, arrest and court records, or other non-merit factors. Selection will be made according to evaluation of the qualifications of eligible candidates and may include a written examination.

**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 State of Hawaii 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.

**CRIMINAL HISTORY RECORD CHECK:**

Individuals who accept a conditional offer of employment are required to undergo a criminal history record clearance and other checks, as applicable.

**INTERNAL COMPLAINT AND APPEAL:**

**Internal Complaint:** If you do not agree with a recruitment and examination action taken against you from this recruitment, you may file an internal complaint. This must be done by submitting the Department of Human Services Internal Complaint Form, DHS9005 to the Department of Human Services, Human Resources Office within seven (7) working days after the date of the notice. A review will not be conducted if you do not file your complaint within the seven (7) working day limit.

**Appeal:** If you do not agree with the internal complaint decision or action taken by the Department of Human Services, you may appeal to the State Merit Appeals Board within 20 days from the date of your notice. Persons wishing to file an appeal with the Merit Appeals Board must first complete the Internal Complaint process. Initiating the internal complaint or appeal process shall not suspend or delay the referral of other qualified internal, non-competitive or external, open-competitive applicants, or cause the suspension or reversal of completed applicant selection and appointment(s).