

# HAWAII STATE JUDICIARY

Human Resources Department  
426 Queen Street, 1<sup>st</sup> Floor, Honolulu, HI 96813  
(808) 539-4949 (O`ahu), 1-800-493-9298 (toll-free)  
Recruitment@courts.hawaii.gov

## IMPORTANT INFORMATION

**MERIT OR CIVIL SERVICE SYSTEM:** This is for a Civil Service position with the Hawai`i State Judiciary. All applicants must meet minimum qualification requirements including education, experience, and other public employment requirements at the time of application.

**CITIZENSHIP REQUIREMENT:** Applicants must be citizens, lawful permanent residents (resident aliens), nationals of the United States, or non-citizens with unrestricted employment authorization from the U.S. Citizenship and Immigration Services, U.S. Department of Homeland Security.

**RESIDENCY REQUIREMENT:** All applicants shall become residents of the State within thirty (30) days after beginning their employment and as a condition of eligibility for continued employment.

**QUALITY OF EXPERIENCE:** Possession of the required amount of experience will not in itself be accepted as proof of qualification. The applicant's overall experience must be of the 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.

**PHYSICAL REQUIREMENTS:** Qualified job applicants may be asked to describe or demonstrate their ability to perform the essential and marginal elements or tasks of the job, with or without reasonable accommodation. The description or demonstration will be job related and consistent with the Judiciary's business needs.

**EXAMINATION FOR OPEN COMPETITIVE RECRUITMENTS:** Applicants must qualify on an appropriate examination designed to measure the knowledge and skills necessary for satisfactory performance of the duties and responsibilities of the position. If a written, oral and/or performance test is required, the applicant will be notified at a later date of the time and place of the examination.

**VETERANS PREFERENCE (OPEN-COMPETITIVE RECRUITMENTS ONLY):** In order to claim credit for 5 or 10 points Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents which includes the Type of Separation and Character of Service.

**ACCOMMODATIONS:** If you need an accommodation due to a disability, please contact the Staffing Services Division at (808) 539-4949 (O' ahua), 1-800-493-9298 (toll-free) or email at Recruitment@courts.hawaii.gov. Your request should be made at the application stage, or at least five working days prior to a scheduled date.

**ADMINISTRATIVE REVIEW:** Applicants may request an administrative review by presenting additional information to substantiate this request. This must be done within ten (10) calendar days from the date of the notification. Requests for review must be made to Judiciary Human Resources Department.

**APPEALS:** Applicants may appeal the results of their administrative review by filing an appeal with the Judiciary Merit Appeals Board within twenty (20) working days from the mailing date of the administrative review decision notification. Appeals to the Board must be in writing and include the specific reasons for the appeal.

Address all appeals to the:  
Judiciary Merit Appeals Board  
c/o Office of the Administrative Director  
417 S. King Street, Room 206A  
Honolulu HI 96813-2902

**SALARY RATE:**

**New Employee:** The "basic rate of pay" for a new employee selected through an open competitive recruitment is set at the entry step.

**Current State Employee:** The "basic rate of pay" for a current civil service employee is determined by the type of movement and set in accordance with the appropriate collective bargaining agreements, Judiciary rules or executive order.

Some positions are approved for Open Competitive Recruitment at a salary range above the minimum step. For these positions, the salary range is indicated on the Open Competitive Examination Announcement. To be considered for the announced salary range which is higher than the non-competitive "basic rate of pay," the employee must apply and be referred from the Open Competitive Recruitment.

**INFORMATION TO PERMANENT CIVIL SERVICE EMPLOYEES OF THE JUDICIARY:**

**WHO MAY APPLY FOR INTERNAL (NON-COMPETITIVE) JOB OPENINGS:**

Permanent (regular) Judiciary civil service employees who meet the minimum qualification requirements of the position. Employees applying for a promotion must not have received a non-competitive promotion (other than a temporary non-competitive promotion) during the preceding 12-month period. As part of an Experimental Modernization Project, employees in positions in bargaining units 2, 3, 4, 9, 13 and excluded counterparts are not subject to the limitation of one non-competitive promotion per 12-month period. Although, as a general rule, vacancies are filled by qualified persons within the Judiciary, this does not preclude the right of management to select a qualified person through the civil service competitive recruitment and examination procedure when such action is deemed to be in the best interest of the Judiciary.

**FOR TEMPORARY POSITIONS:** The not to exceed date stated in the job posting is the initial term of the temporary position which may be extended as appropriate.

**FOR TEMPORARY APPOINTMENTS:**

**Return Rights of Permanent (Regular) Judiciary Civil Service Employees Who Accept a Temporary Non-competitive Movement:** A permanent, civil service Judiciary employee who accepts a non-competitive movement shall have return rights to his/her last held permanent appointment, provided that for a transfer or demotion, the employee obtains **written approval** from the program head responsible for his/her permanent position, **prior to** the start of the temporary appointment. Note: If the movement is a promotion, written approval is not required.

**Extension of Temporary Appointment:** A permanent, civil service Judiciary employee who elects to continue in a temporary appointment shall have return rights to his/her last held permanent appointment, provided that the employee obtains **written approval** from the program head responsible for his/her permanent position, **prior to** the start of the extension.

**Conversion to a probational appointment:** If a temporary vacancy becomes available for filling on a permanent basis, the civil service employee serving the temporary appointment may be converted to a probational appointment as provided by Judiciary Personnel Rules.

**EXAMINATION:** Applicants may be required to qualify by examination if the position to which the employee seeks a movement requires knowledge, skills and abilities not required in the employee's current position. An examination may include a performance test, physical examination or any other job-related test deemed appropriate to evaluate the employee's qualifications and suitability for the position.

**DRUG AND ALCOHOL TESTING:** Applicants and employees who are selected for certain Health, Safety and Public Trust (HSPT) positions will be required to submit to a pre-employment, controlled substance test after a conditional job offer is made. The test result must be verified negative before further employment consideration.

Also, employees in HSPT positions may be subject to random drug and/or alcohol testing at any time during their employment with the Judiciary.

(Revised 5/3/23)