

## Minimum Qualification Specifications for the Classes:

BUSINESS SERVICES SUPERVISOR I  
BUSINESS SERVICES SUPERVISOR II  
BUSINESS SERVICES SUPERVISOR III  
(BUSINESS SERVICES SUPVR I)  
(BUSINESS SERVICES SUPVR II)  
(BUSINESS SERVICES SUPVR III)Education Requirement:

Graduation from high school. Excess general experience as described below or other work experience requiring the ability to read, comprehend and apply written directions or a high degree of verbal skills may be substituted for education on a year-for-year basis.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had work experience of the kind and quality described below and in the amounts shown on the following table:

Class Title	General Exper (years)	Supervisory Exper (years)	Total Exper (years)
Business Services Supvr I	4	1	5
Business Services Supvr II	4	2	6
Business Services Supvr III	4	3	7

General Experience: Progressively responsible business office and administrative housekeeping work experience which included the full range of office services in records and files maintenance, word and mail processing, reception and related services, and responsibility for at least three of the following areas: (a) fiscal recordkeeping; (b) budget preparation; (c) purchasing; (d) inventory control; and (e) personnel services.

Supervisory Experience: Work experience which involved: (1) planning and directing the work of others; (2) assigning and reviewing such work; (3) advising subordinates on difficult problem areas; (4) timing and scheduling the work of subordinates; (5) training and developing new employees; and (6) evaluating their performance.

Substitutions Allowed:

Substitution of Education for Experience:

1. Successful completion of a substantially full-time equivalent secretarial, office or business management or accounting curriculum leading to a degree or diploma at an accredited business or community college may be substituted for the required General Experience on a month-for-month basis but not to exceed two years.
2. Successful completion of the requirements for a Bachelor's degree in business administration from an accredited 4-year college or university with emphasis in accounting, personnel and industrial relations or any other closely related field may be substituted for 3 years of the required General Experience.
3. Successful completion of the requirements for a Bachelor's degree in business administration from an accredited 4-year college or university with emphasis in office management may be substituted for 4 years of the required 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.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information, including the results of the medical examination, and requires the approval of the Superintendent or designee.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the minimum qualification specifications for the Executive Branch Civil Service classes BUSINESS SERVICES SUPERVISORS I, II & III by the Department of Education Civil Service system.

DATE APPROVED: JAN 23 2005

EFFECTIVE DATE: JUL - 1 2005



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