

## Minimum Qualification Specifications for the Class:

CLAIMS PRE-AUDIT SUPERVISOREducational Requirement:

Graduation from an accredited college or university.

Excess experience of the type described below or any other progressively responsible administrative, professional or technical work experience, which required a high degree of analytical skill, may be substituted for Education on a year-for-year basis.

Experience Requirements:

Except for the substitutions provided for in these specifications, applicants must have 2-1/2 years of progressively responsible experience in one or a combination of the following types:

- 1) work experience which involved the analysis, verification, examination and/or authorization of claims for the expenditure of funds for payroll voucher, contract or other claims for completeness, accuracy, legality and propriety; or
- 2) professional auditing experience.

Substitutions of Education for Experience:

1. Possession of a Bachelor's degree from an accredited college or university with at least 24 semester hours in accounting and/or auditing subjects may be substituted for 1/2 year of experience.
2. Possession of a Master's degree from an accredited college or university with a specialization in accounting may be substituted for 1-1/2 years of experience.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g. by serving as a group or team leader or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments, and/or by favorable appraisals by a supervisor indicating the possession of supervisory

potential.

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 applicant has the ability to perform the duties of the position for which applicant is being considered.

Selective Certifications:

For some positions, applicants may be required to possess specialized knowledge and skills in a particular functional area or areas in order to perform the duties of the position. For such positions, certification may be restricted to eligibles who possess these requirements. Departments requesting selective certification must show the connection between the need for these skills and the duties of the position.

Test:

An examination appropriate to the class will be required. For non-competitive actions, this 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. Disabilities 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, with or without reasonable accommodation, 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.

---

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 class CLAIMS PRE-AUDIT SUPERVISOR by the Department of Education Civil Service system.

DATE APPROVED: JAN 30 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources