

.....

Minimum Qualification Specification for the Class:

DEPARTMENTAL CONTRACTS SPECIALIST
(DEPARTMENTAL CONTRACTS SPCLT)

Basic Education/Experience Requirement:

Graduation from an accredited four- year college or university with a Bachelor's degree. Excess work experience as described under General or Specialized Experience below or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those required in four 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 knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clearly and comprehensively reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirement:

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind, quality and in the amounts shown below.

General Experience: One and one-half (1-1/2) years of progressively responsible professional or other responsible analytical work which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem-solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Specialized Experience: One (1) year of professional or other responsible work experience which included substantial and significant involvement in contract development and/or processing. Such experience must have included responsibility for reviewing and analyzing contracts for conformance with rules, regulations, policies, format and related requirements; recommending approval/disapproval of contracts and assisting program personnel in the development and processing of contracts.

Substitutions Allowed:

1. Satisfactory completion of all academic requirements for a master's degree from an accredited college or university may be substituted for one (1) year of the required General Experience.
2. Satisfactory completion of all academic requirements for a degree in law from an accredited school of law may be substituted for all of the required General and Specialized Experience.
3. Excess Specialized Experience may be substituted for the General Experience on a year-for-year basis.

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 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 may be required to qualify on the appropriate examination. 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.

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 DEPARTMENTAL CONTRACTS SPECIALIST by the Department of Education Civil Service system.

DATE APPROVED: MAR - 9 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources