

.....

Minimum Qualification Specifications for the Classes:

FARM MANAGERS I & II

Basic Requirement:

Either experience (paid or unpaid), education, training or any combination thereof, which demonstrates the ability to read and comprehend and apply written and oral directions and the ability to communicate effectively orally and in writing.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had the kind and amount of experience described below.

For both Farm Managers I and II, General Experience of the kind and amount as follows:

General Experience: Three years of responsible farm work experience of which one year shall have been in plant/crop production and one year in livestock care and management which demonstrates possession of knowledge of planting, propagating and harvesting practices used in vegetable and fruit production including methods of crop rotation and soil conservation, use of fertilizers, herbicides, insecticides and pesticides; identification, prevention, eradication and control of plant disease, pests and weeds; growth characteristics of common vegetable and fruit crops; knowledge of care, raising and breeding of livestock and poultry including feeding methods, diet, habits and peculiarities of common farm livestock and poultry; identification, prevention, eradication and treatment of diseases and ailments and slaughtering and dressing of livestock and poultry; safety and sanitation practices applicable to farm work; and the ability to perform simple maintenance and repair of farm equipment and facilities, use standard agricultural equipment and tools, understand and follow oral and written instructions and to keep simple records.

For Farm Manager I, Supervisory Experience of the kind and amount as follows:

Two years of supervisory work experience which included: (1) planning and directing the work of subordinates; (2) assigning and reviewing their work; (3) developing work schedules and priorities; (4) training of subordinates; and (5) disciplining of subordinates. For Farm Manager II, Supervisory Experience of three years of supervisory work experience as described for Farm Manager I.

Substitutions Allowed:

Substitution of Education for General Experience:

1. Study at an accredited university in the field of agriculture may be substituted for experience on the basis of:
 - A.
 - 1) Fifteen semester hours for six months of experience provided that the coursework included a minimum of one course in plant or crop propagation, up to a maximum of two years of general experience; and
 - 2) Fifteen semester hours for six months of experience provided that the coursework included a minimum of one course in livestock management, up to a maximum of two years of general experience.
 - B. For these substitutions, six out of every fifteen semester hours must have been in agricultural or related courses.
 - C. In order for candidates to be credited with three years of general experience, candidate must possess all of the knowledge listed under General Experience including techniques in the slaughtering and dressing of livestock and poultry.
2. Successful completion of an agricultural curriculum leading to a diploma, certificate or other comparable degree from an accredited community college, junior college or vocational/technical school above the high school level may be substituted on a year-for-year basis up to a maximum of two years of general experience.
3. Partial completion of study at an accredited community college, junior college or vocational/technical school above the high school level in the field of agriculture may be substituted on the basis of:
 - A. Fifteen semester hours for six months of experience provided that the coursework included a minimum of one course in plant or crop propagation, up to a maximum of one year of general experience; and
 - B. Fifteen semester hours for six months of experience provided that the coursework included a minimum of one course in livestock management, up to a maximum of one year of general experience.
4. Successful completion of a farm practicum which provided one semester of on-the-job vocational/technical competencies in agricultural activities supplemented by six

semester hours of coursework in crop propagation, soil technology, livestock/animal sciences or related agricultural subjects may be substituted for six months of 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 applicant has the ability to perform the duties of the position for which applicant is being considered.

License Requirement:

For some positions, applicants may be required to possess a valid State of Hawaii operator's license.

Special Requirements:

Applicants may be required to operate motorized farm equipment and/or power equipment.

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 an 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.

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 FARM MANAGERS I & II by the Department of Education Civil Service system.

DATE APPROVED: MAR 31 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources