

PART II

DEPARTMENT OF EDUCATION
STATE OF HAWAII

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Minimum Qualification Specifications
for the Classes:

MANAGEMENT ANALYSTS I, II, III, IV, V & VI

Education Requirement:

Graduation from an accredited college or university.

Excess experience of the type and quality described below or any administrative, professional, technical or other responsible work, 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 below, applicants must have had the type of experience described in the statements immediately following and in the amounts shown in the table below:

Class Title	General Exper	Specialzd Exper	Supvry Exper	Total (years)
Management Analyst I	0	0	0	0
Management Analyst II	1/2	0	0	1/2
Management Analyst III	1/2	1	0	1-1/2
Management Analyst IV	1/2	2	0	2-1/2
Management Analyst V	1/2	3*	**	3-1/2
Management Analyst VI	1/2	3*	1	4-1/2

*For Management Analysts V and VI, at least one year of the required Specialized Experience must have been at a level comparable to the Management Analyst IV level in the Hawaii State government.

**For the Management Analyst V level, supervisory aptitude rather than actual supervisory experience may be accepted.

General Experience: Work involving the analysis and evaluation of managerial policies, systems, methods and practices in the development and/or improvement of

same.

Specialized Experience: Management analysis experience; viz. experience in conducting organizational analyses, work measurement/methods studies, management information systems design and evaluation and management surveys in order to identify problem areas and develop recommendations for improving the economy, efficiency and effectiveness of a given operation through the proper application of sound methods, principles and practices of management.

For Management Analysts V and VI, at least one year of the required Specialized Experience must have been at a level comparable to the Management Analyst IV level in the Hawaii State government; viz. experience that indicates that the applicant has acquired and successfully applied practical and theoretical knowledge of a wide variety of managerial functions, practices and techniques in the solution of more difficult management problems.

Supervisory Experience: Experience which included: 1) planning and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult and complex problem areas; and 4) timing and scheduling their work.

For the Management Analyst V level, supervisory aptitude rather than actual supervisory experience may be accepted. 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; by serving as a group or team leader or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

1. Excess Specialized Experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.
2. Satisfactory completion of all academic requirements for a master's degree with specialization in management, public administration or a related field, which provided knowledge of the principles, practices, techniques and methodologies of management, may be substituted for six months of Specialized Experience.
3. Satisfactory completion of all academic requirements for a Ph.D. degree as described above may be substituted for one and one-half years of Specialized 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.

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. 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 will not be disqualified under this section.

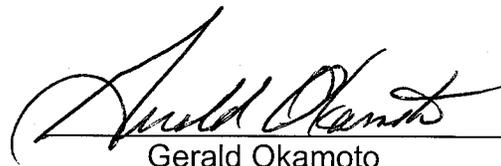
Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

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 MANAGEMENT ANALYSTS I, II, III, IV, V & VI by the Department of Education Civil Service system.

DATE APPROVED: MAY 23 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
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Office of Human Resources