

PART II

DEPARTMENT OF EDUCATION
STATE OF HAWAII

8B.862

8B.864

8B.865

8B.867

Minimum Qualification Specifications
for the Classes:

8B.868

8B.871

PERSONNEL MANAGEMENT SPECIALISTS I, II, III, IV, V & VI
(PERSONNEL MANAGEMENT SPCLTS I, II, III, IV, V & VI)

Basic Education/Experience Requirements:

Graduation from an accredited four year college or university with a Bachelor's degree. Excess work experience as described under the Specialized Experience below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired 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 clear and comprehensive 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 in this specification, applicants must have had progressively responsible experience of the kind and quality described below:

Class Title	Specialized Exper (years)	Staff Spclt or Supvry Exper (years)	Admin Exper (years)	Total Exper (years)
Personnel Mgmt Spclt I	0	0	0	0
Personnel Mgmt Spclt II	1/2	0	0	1/2
Personnel Mgmt Spclt III	1-1/2	0	0	1-1/2
Personnel Mgmt Spclt IV	2-1/2	0	0	2-1/2
Personnel Mgmt Spclt V	3-1/2	*	0	3-1/2
Personnel Mgmt Spclt VI	3-1/2	1	0	4-1/2

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

Specialized Experience: Professional work experience in one or any combination of personnel management functions, i.e. recruitment, placement, examination, position classification, pay or wage administration, employee management relations and services, employee development, personnel program development and services, labor relations and personnel research.

Such experience must show ability to deal satisfactorily with fellow workers and/or operating personnel to recognize problems in the operation of a personnel program and to suggest practical solutions and otherwise to accept responsibility in the field of personnel administration. Clerical or technical experience in a personnel program involving work which is limited to the application of personnel rules, regulations and procedures in support of the personnel functions described above is not qualifying.

For levels III and IV, at least one year of the experience must have been comparable to the next lower level in the State service.

For levels V and VI, at least one year of the experience must have been comparable to the fully independent worker or journeyman level in the State service.

Staff Specialist or Supervisory Experience: Applicants for Personnel Management Specialist VI must have had either staff specialist or supervisory experience of the type and quality described below:

- A. Staff Specialist Experience: Personnel management specialist experience performing work regularly encompassing difficult and complex situations and problems in a given personnel specialty with responsibility for furnishing advisory services to management in the overall aspects of program development and evaluation; personnel management specialist experience performing extensive and intensive work in a given area of specialization, working on the most complex and difficult assignments in the areas of program development and evaluation, development of new and revised procedures, review of working situations to be sure that departments are following guidelines for sound personnel practices, recommending legislation or studying impact of proposed legislation and engaging in personnel research aimed towards improving the personnel system.
- B. Supervisory Experience: Experience in the field of personnel management which included (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; (5) training and developing of new employees; and disciplining them when necessary.

For the Personnel Management Specialist 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; by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

Substitution of Education for Experience:

1. Possession of a Bachelor's degree from an accredited college or university with a minimum of fifteen semester credit hours of course work in personnel administration, personnel and industrial relations or human resources management covering the recruitment and selection process; job evaluation; performance appraisal; employee training and safety; personnel compensation and benefits administration; staffing process; organizational development; labor laws and/or labor relations may be substituted for six months of specialized experience.
2. Possession of a Master's degree from an accredited college or university in personnel administration, personnel and industrial relations or human resources management may be substituted for one year of the specialized experience.
3. Possession of a Ph.D. degree from an accredited college or university in one of the fields described above may be substituted for two years of the specialized experience.

Substitution of Staff Specialist/Supervisory Experience for Specialized Experience: Excess supervisory or staff specialist experience may be substituted for specialized 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 an appropriate examination.

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.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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

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PERSONNEL MGMT SPCLTS I, II, III, IV, V & VI

adoption of the minimum qualification specifications for the Executive Branch Civil Service classes PERSONNEL MANAGEMENT SPECIALISTS I, II, III, IV, V & VI by the Department of Education Civil Service system.

DATE APPROVED: AUG - 4 2006

EFFECTIVE DATE: JUL - 1 2005


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