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Minimum Qualification Specifications for the Classes:

WORK PROGRAM SPECIALISTS IV & V

Education Requirement:

Graduation from an accredited college or university. Excess experience of the type and quality described below, or progressively responsible administrative, professional, technical or investigative work experience may be substituted for education on a year-for-year basis.

Experience Requirement:

Except for the substitution provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described below:

Work Program Specialist IV – Two and one-half (2-1/2) years of work or program analysis and evaluation experience; viz. experience in operational planning, organizational analysis, budget analysis or methods studies, to improve the efficiency of a given operation.

Work Program Specialist V – Three and one-half (3-1/2) years of the type of experience described for Work Program Specialist IV above. In addition, applicants for this level must demonstrate possession of 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 involves 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: A Master's degree in business or public administration or a closely related major from an accredited college or university may be substituted for one year of the required 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 responsibility as to conclusively demonstrate that applicant has the ability to perform effectively the duties of the position for which applicant is being considered.

Tests:

For competitive actions, all applicants must qualify on an appropriate examination for the class. The examination may be waived for non-competitive actions.

Selective Certification:

Certain positions may require that certification and selection be restricted to eligibles who possess the pertinent specialized experience and knowledge required to perform the duties of the position. In requesting selective certification, the department must show the connection between the kind of training or experience on which they wish to base selective certification and the duties and responsibilities of the position to be filled.

License Requirement:

For certain positions, applicants may be required to have a valid Hawaii State driver's license.

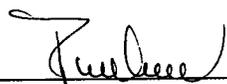
Physical Requirements:

Standard 3g. Applicants must be physically able to perform efficiently the duties of the position which are described elsewhere in this specification. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of an arm, hand, leg or foot will not disqualify applicants for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. Any physical condition which would cause applicants to be a hazard to themselves or to others will disqualify them for appointment. In addition, applicants must possess emotional and mental stability.

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 WORK PROGRAM SPECIALISTS IV & V by the Department of Education Civil Service system.

DATE APPROVED: OCT 24 2006

EFFECTIVE DATE: JUL 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources