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Minimum Qualification Specifications for the Class:ADMINISTRATIVE SERVICES ASSISTANT
(ADMINISTRATIVE SVCS ASST)Basic Education/Experience Requirement:

Graduation from an accredited college or university with a baccalaureate degree.

Excess work experience as described below in the experience section or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired in 4 years of successful study while fulfilling a prescribed college curriculum leading to a baccalaureate degree may be substituted for the required education on a year-for-year basis.

The education or experience background must have demonstrated the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written material; perform research; and solve complex problems logically and systematically.

General Experience: Two and a half years of progressively responsible professional analytical work experience which demonstrated the ability to perform administrative assignments such as budget formulation and justification, fiscal operations and/or personnel administration or experience which involves the analysis of programs and services to determine their effectiveness, achievement of program objectives, staffing, cost factors, and to participate in planning for future needs or for related management purposes. The experience must have demonstrated the ability to identify information needs, collect and analyze data, identify alternatives and their advantages and disadvantages, develop logical recommendations for a course of action, read and comprehend complex material such as State statutes and/or federal regulations, exercise a high degree of judgment in applying and interpreting rules, regulations, policies and procedures and draft comprehensive reports of findings and recommendations.

One year of the experience must have been at, at the least, the fully competent, independent professional worker in a position involving budget/program evaluation, planning, management/organizational analysis or personnel administration. Experience as an independent worker in such programs is characterized by the performance of a variety of moderately difficult work assignments involving extensive analysis and the application of management principles in one or more areas of administration. Persons in direct services programs may be accepted if there is evidence of continuing responsibility for analytical work as described above (viz, as a staff assistant responsible for analyzing the assigned program area and recommending improvements in operations or as a supervisor whose work included evaluation and monitoring the

progress of the assigned program area or function and preparing reports of progress and plans for the assigned work or function).

Non-Qualifying Experience:

Clerical or paraprofessional (technical work performed in support of professional practitioners) work although such work may have been done in budget or program evaluation area is not qualifying.

Substitutions Allowed:

1. Satisfactory completion of all academic requirements for a master's degree in business or public administration or a related field which provided knowledge of principles and techniques of management and administration with emphasis in the application of research and analytical methods and techniques may be substituted for one year of the general experience required. This substitution may not be considered to substitute for the requirement that one year of the experience be at the fully competent level.

2. Satisfactory completion of all academic requirements for a Ph.D. degree from an accredited college or university in business or public administration may be substituted for all 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 level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Incumbents of positions in this class are required to travel to meetings and other events in areas in which public transportation is not available. Therefore, possession of a valid motor vehicle operator's license is required.

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.

Organizations 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 positions filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical 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 with or without reasonable accommodation 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 adoption of the minimum qualification specifications for the Executive Branch Civil Service class ADMINISTRATIVE SERVICES ASSISTANT by the Department of Education Civil Service system.

DATE APPROVED: DEC 26 2006

EFFECTIVE DATE: JUL 1 2005


for Gerald Okamoto
Assistant Superintendent
Office of Human Resources