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Minimum Qualification Specifications for the Classes:

BEHAVIORAL SPECIALISTS III and IV

**Basic Education Requirements:**

Possession of a Master’s degree from an accredited college or university with a major in counseling, marriage/family therapy, psychology or social work.

**Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below or any equivalent combination of training and experience.

III level:                      None.

IV level:                      One (1) year of progressively responsible professional post-baccalaureate work experience providing counseling and/or therapy to individuals and/or their families which included assisting individuals resolve behavioral problems. This experience must have involved counseling or guidance in situations where individuals had difficulty in grasping or understanding the nature of their problem(s), choosing between various possible courses of action, adjusting to environmental conditions and/or acquiring or sustaining appropriate individual control or motivation.

**Substitutions Allowed:**

Possession of a Bachelor’s degree from an accredited four-year college or university with a major in psychology or social work, and one (1) year of professional post-baccalaureate work experience as described under Experience Requirements may be substituted for the Basic Education Requirement.

(Excess work experience as described under Experience Requirements above or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree in psychology or social work may be substituted for the Bachelor’s degree in psychology or social work on a year-for-year basis. To be

acceptable, the experience must have been of such scope, level and quality as to ensure 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.)

**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.

**Desirable Qualifications:**

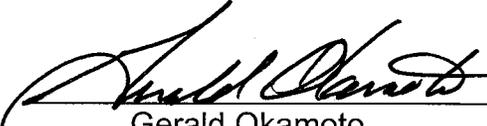
Possession of a current National Certified Counselor credential from the National Board of Certified Counselors.

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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 BEHAVIORAL SPECIALISTS III and IV by the Department of Education Civil Service system.

DATE APPROVED: DEC 20 2005

EFFECTIVE DATE: JUL - 1 2005



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Gerald Okamoto  
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Office of Human Resources