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Minimum Qualification Specifications for the Class:

BUSINESS MANAGEMENT OFFICER I, II, III

Education Requirement:

Graduation from an accredited college or university. Excess experience of the types and quality described below may be substituted for education on a year-for-year basis.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the types and quality described below and in the amounts indicated in the following table:

| Class Title | General Exp (Yrs) | Spclzed Exp (Yrs) | Admin Exp (Yrs) | Total Exp (Yrs) |
|---------------------------------|-------------------|-------------------|-----------------|-----------------|
| Business Management Officer I | 3 | 2 | * | 5 |
| Business Management Officer II | 3 | 2 | 1 | 6 |
| Business Management Officer III | 3 | 2 | 2 | 7 |

General Experience: Administrative, professional, technical, analytical or other responsible work experience which required a high degree of managerial skills.

Specialized Experience: Professional experience which involved (1) the analysis, evaluation, development, and improvement of managerial policies, practices, methods, systems and procedures; or (2) which involved the development, evaluation or revision of fiscal management practices, methods, policies and procedures; or (3) which involved budget evaluation and development of budget justifications.

Administrative Experience: Responsible experience which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities. Applicant must have demonstrated possession of administrative aptitude. Administrative aptitude is considered to have been demonstrated when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g. in planning, organizing, promoting and directing programs providing staff advice and assistance), interest in management demonstrated by the performance of

PART II
BUSINESS MANAGEMENT OFFICER I, II, III
8L.003, 8L.004, 8L.005

Page 2

work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of education or training courses in the areas of management accompanied by the application of principles which were learned to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

Substitution of Education for Experience: A master's degree in business or public administration or a related major from an accredited college or university may be substituted for one year of the General Experience requirements.

Substitution of Specialized Experience for General Experience: Excess experience of the type and quality described in Specialized Experience above may be substituted for General Experience requirements 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 he/she has the ability to perform the duties of the position for which he/she 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 positions filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

PART II
BUSINESS MANAGEMENT OFFICER I, II, III
8L.003, 8L.004, 8L.005

Page 3

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position with or without reasonable accommodation.

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.

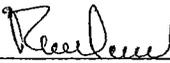
Mental/Emotional Requirements:

All applicants must possess emotional and mental stabilities 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 classes Business Management Officers I, II & III by the Department of Education Civil Service.

DATE APPROVED: AUG 15 2007

EFFECTIVE DATE: 7/1/2007



Fay Ikei
Acting Assistant Superintendent
Office of Human Resources