

Minimum Qualification Specifications for the Classes:

MENTAL HEALTH SUPERVISORS I, II & IIIBasic Education/Experience Requirement:

Graduation from an accredited university or college with either a major or a sufficient number of credit hours in appropriate subjects which would satisfy academic requirements for a major in sociology, social work, psychology or other related behavioral science; or in nursing; or in rehabilitation or an activity therapy field (occupational, recreational, industrial or activity therapists). Excess work experience as described below in the experience section or any other responsible administrative or professional work experience which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a university or college curriculum in one of the previously cited topics may be substituted for education 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 work experience must also include demonstrated ability to write reports, read and interpret complex written material, speak effectively and persuasively, and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind and quantity described below and in the amounts shown in the following table:

Class Title	Experience Specialized (years)	Supervisory Experience (years)	Total Experience (years)
Mental Health Supervisor I	3½	*	3½
Mental Health Supervisor II	3½	1	4½
Mental Health Supervisor III	3½	2	5½

*For the class Mental Health Supervisor I, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for performing supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities, by detail to supervisory positions, 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.

Specialized Experience: Progressively responsible professional work experience in a mental health/behavioral program concerned with the promotion, protection, preservation, care and improvement of the mental health of people. Such experience must have demonstrated the applicant's knowledge of the philosophy, principles, concepts and practices relating to the treatment and rehabilitation of the mentally ill, emotionally disturbed and substance abusers. This work experience must have included responsibility for and demonstrated ability to conduct the formulation and implementation of preventive services, treatment, rehabilitation and behavior modification plans for the mentally ill, emotionally disturbed and substance abusers, including professional diagnosis/evaluation; specification and implementation of treatment modalities used such as individual group and family; and carrying out of other therapeutic activities.

Supervisory Experience: Work involved in supervising others performing specialized work as described above. In addition to a comprehensive knowledge of the subject matter area, the experience must have demonstrated the applicant's knowledge of the principles and practices of supervision and the ability to 1) plan, organize and direct the work of others; 2) assign and review their work; 3) advise them on difficult problem areas; 4) time and schedule their work; 5) train and develop new employees; and 6) discipline them when necessary.

Substitutions Allowed:

- 1) Possession of a master's degree or successful completion of a course of study in an accredited university leading to a master's degree in one of the previously cited fields under Basic Education Requirements may be substituted for one year of the specialized experience.
- 2) Completion of two full years of graduate study in clinical psychology at an accredited college or university which is creditable toward the requirement for a doctoral degree in clinical psychology or a closely related specialty may be substituted for one year of the specialized experience.
- 3) Possession of a doctor's degree or successful completion of a course of study in an accredited university leading to a doctor's degree in one of the previously cited fields under Basic Education Requirements may be substituted for two years of the specialized experience.
- 4) Graduation from an approved medical school in the United States or Canada, or graduation from a foreign medical school and certification by the Educational Council of Foreign Medical Graduates and completion of a year

of psychiatric internship approved by the American Psychiatric Association (A.P.A.) and three years of psychiatric residency training may be substituted for three years of the specialized 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 has the ability to perform the duties of the position for which he is being considered.

License Required:

For certain positions, possession of an appropriate license(s) 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.

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

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. Handicaps 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.

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 MENTAL HEALTH SUPERVISORS I, II & III by the Department of Education Civil Service system.

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EFFECTIVE DATE: JUL - 1 2005



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