

Minimum Qualification Specifications
for the Classes:PERSONNEL PROGRAM OFFICER
PERSONNEL PROGRAM MANAGER
PERSONNEL PROGRAM ADMINISTRATOR
(PERSONNEL PROGRAM ADMR)Basic Education/Experience Requirement:

Graduation from an accredited four-year college or university with a Bachelor's degree. Excess work experience as described under the Specialized Experience below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted 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 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.

Experience Requirement:

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

Class Title	Spclzd Exper (years)	Staff Spclt or Supvry Exper (years)	Admin Exper (years)	Total Exper (years)
Personnel Prgm Ofcr	3-1/2	1	0	4-1/2
Personnel Prgm Manager	3-1/2	2	*	5-1/2
Personnel Prgm Admr	3-1/2	2	1	6-1/2

*For Personnel Program Manager positions, administrative aptitude rather than actual administrative experience may be accepted.

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Specialized Experience: Experience in one or any combination of personnel management functions, i.e. recruitment, placement, examination, position classification, pay or wage administration, employee management relations services, employee development, personnel program development, personnel research and labor relations.

Such experience must show ability to deal satisfactorily with fellow workers and operating personnel, to recognize problems in the operation of a personnel program, to suggest practical solutions, and otherwise to accept substantive responsibility in the field of personnel administration. Clerical and technical experience in a personnel program involving work which is limited to the application of personnel rules, regulations and procedures in support of the personnel functions described above is not qualifying.

Staff Specialist Experience: Applicants must have had either staff specialist or supervisory experience of the type and quality described below:

- A. Staff Specialist Experience: Personnel management and/or labor relations specialist experience performing work regularly encompassing difficult and complex situations and problems with responsibility for furnishing advisory services to management in the overall aspects of program development and evaluation or personnel management specialist and/or labor relations experience performing extensive and intensive work on the most complex and difficult assignments in program development and evaluation, development of new and revised procedures, review of working situations to assure that departments are following guidelines for sound personnel practices, development of legislative proposals or analysis of the impact of proposed legislation, and conduct of research aimed towards improving the personnel administration system.
- B. Supervisory Experience: Experience in the field of personnel management or labor relations which included (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing them.

Administrative Experience: Experience in the field of personnel management and/or labor relations which involved active participation in and major responsibility for the development, management, execution, and coordination of policies, activities and programs. For Personnel Program Manager positions, administrative aptitude rather than actual administrative experience may be accepted. Administrative aptitude will be considered to have been met for this level when there is strong affirmative evidence of

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the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involve administrative matters (e.g. in planning, organizing, promoting and directing a program providing staff advice and assistance); managerial interest demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in management accompanied by the application of principles learned to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments involving managerial and/or administrative tasks.

Substitutions Allowed:

Substitution of Education for Experience:

1. Possession of a Bachelor's degree from an accredited college or university in personnel administration or a major in human resource management which included at least 15 semester credit hours or coursework covering recruitment; selection; job evaluation; wage, salary and benefits administration; managerial leadership in employee relations and services; organizational management; labor laws and labor relations may be substituted for 6 months of the specialized experience.
2. Possession of a master's degree from an accredited college or university in personnel administration or with a concentration in human resource management (HRM) with a minimum of 15 graduate credit hours in HRM coursework may be substituted for 1 year of the specialized experience.
3. Possession of a Ph.D. degree from an accredited college or university in personnel administration or human resource management may be substituted for 2 years of specialized experience.

Substitution of Staff Specialist/Supervisory Experience for Specialized Experience: Excess staff specialist/supervisory experience may be substituted for specialized experience 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

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must have been of such scope and level of responsibility as to conclusively demonstrate that applicant has the ability to perform the duties of the position for which applicant 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 position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

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. 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 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.

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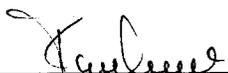
Mental/Emotional Requirements:

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 classes PERSONNEL PROGRAM OFFICER, PERSONNEL PROGRAM MANAGER, and PERSONNEL PROGRAM ADMINISTRATOR (PERSONNEL PROGRAM ADMR) 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