

PART II

DEPARTMENT OF EDUCATION  
STATE OF HAWAII

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Minimum Qualification Specifications  
for the Classes:

Procurement and Contracts Support Specialist I, II, III, IV, V & VI

Basic Education/Experience Requirements:

Graduation from an accredited four-year college or university with a Bachelor's degree. Excess experience of the type and quality described below or any administrative, professional, technical or other responsible work, which required a high degree of analytical skill, 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.

Experience Requirements:

Except for the substitutions provided below, applicants must have had the type of experience described in the statements immediately following and in the amounts shown in the table below:

Class Title	General Exper	Specialzd Exper	Supvry Exper	Total (years)
Procurement and Contracts Support Specialist I	0	0	0	0
Procurement and Contracts Support Specialist II	1/2	0	0	1/2
Procurement and Contracts Support Specialist III	1/2	1	0	1-1/2
Procurement and Contracts Support Specialist IV	1/2	2	0	2-1/2
Procurement and Contracts Support Specialist V	1/2	3*	**	3-1/2
Procurement and Contracts Support Specialist VI	1/2	3*	1	4-1/2

\*For Procurement and Contracts Support Specialist V and VI, at least one year of the required Specialized Experience must have been at a level comparable to the Procurement and Contracts Support Specialist IV level in the Hawaii State government.

\*\*For the Procurement and Contracts Support Specialist V level, supervisory aptitude

rather than actual supervisory experience may be accepted.

General Experience: Work involving progressively responsible professional or other responsible analytical work which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem-solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Specialized Experience: Professional experience in an area related to procurement and/or contracts administration requiring the knowledge and application of formal procurement and/or contracting methods (i.e. development or processing of formal bid specifications and/or contract development), principles, and standards for the purpose of developing, reviewing, analyzing, and auditing procurement and contracts activities, ensuring compliance with applicable laws, policies, procedures, rules, and related requirements.

For Procurement and Contracts Support Specialist V and VI, at least one year of the required Specialized Experience must have been at a level comparable to the Procurement and Contracts Support Specialist IV level in the Hawaii State government; viz. experience that indicates that the applicant has acquired and successfully applied practical and theoretical knowledge of the principles of economics related to supply and demand, procurement and contracting and specification development with the level of difficulty as described in the class specification.

Supervisory Experience: Experience which included: 1) planning and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult and complex problem areas; and 4) timing and scheduling their work.

For the Procurement and Contracts Support Specialist V level, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader or in similar work in which opportunities for demonstrating supervisory capabilities exist; 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.

Qualifying Experience:

Qualifying experience is not limited to that acquired in positions allocable to this

series or in positions otherwise designated as “professional.” It may have been obtained in any position, e.g. purchasing technician or agent, substantially engaged in formal purchasing, which involved the activities and knowledge specified above.

Non-Qualifying Experience:

The following types of work experience are not qualifying:

- 1) Experience limited to purchasing through informal means;
- 2) Experience involving responding to general questions regarding procedures for formal purchasing or involving the consolidation or development of written requests for small purchase quotes;
- 3) Experience which involved primarily serving as the liaison between the user and those conducting the informal purchasing;
- 4) Experience which involved consolidating and transmitting specifications prepared by the user to those conducting the formal purchase without concomitant responsibility for review of said specifications for clarity, descriptiveness and appropriateness or which did not require intensive discussion with the users to ensure the appropriateness of the specifications; and
- 5) Experience limited to assisting others in development of contracts (e.g. comparing contract terms and conditions for conformance with standard formats and language, assembling contract documentation, proofing agreements for grammar and punctuation, arranging for advertising, handing out copies of specifications, etc.)

Substitutions Allowed:

1. Excess Specialized Experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.
2. Possession of a Bachelor’s degree or higher from an accredited college or university in public or business administration may be substituted for one-half year of the required General Experience.
3. Satisfactory completion of all academic requirements for a degree in law (JD or equivalent) from an accredited school of law maybe substituted for two and one-half years of the required General and 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 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.

License Required:

Certain positions may require possession of a valid motor vehicle operator's license (Type #3).

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

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

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This is a new minimum qualification specification for the series Procurement and Contracts Support Specialist I, II, III, IV, V, & VI by the Department of Education Civil Service system.

DATE APPROVED: \_\_\_\_\_

*6/29/09*

EFFECTIVE DATE: \_\_\_\_\_

JUN 29 2009



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