

PART II	DEPARTMENT OF EDUCATION	8B.760
	STATE OF HAWAII	8B.762
.....		8B.764
		8B.766
	Minimum Qualification Specifications for the Classes:	8B.768

PROPERTY MANAGER I, II, III, IV & V

Basic Education/Experience Requirements:

Graduation from an accredited four (4) 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 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 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 Requirements:

Except for substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind and quality, and in the amounts shown below.

Class Title	Specialized Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Property Manager I	0	0	0
Property Manager II	1/2	0	1/2
Property Manager III	1-1/2	0	1-1/2
Property Manager IV	2-1/2	0	2-1/2
Property Manager V	3-1/2	*	3-1/2

Specialized Experience: Work experience in property management; viz., the efficient utilization and maintenance of real property which included such activities as the acquisition or sale of real property, property evaluation, preparation and solicitation of bids, establishment of rental rates, selection of tenants, and the protection and maintenance of property. This work experience in property management must have included experience in business, commercial, or industrial real property management.

Supervisory Experience: Experience which included (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problems or potential problem areas; (4) timing and scheduling their work; and (5) training and developing new employees.

* For the Property Manager 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.

Substitutions Allowed:

1. A bachelor's degree in real estate from an accredited college or university may be substituted for one-half (1/2) year of Specialized Experience.
2. Possession of a Certified Property Manager (CPM) professional designation or a Real Property Administrator (RPA) professional designation may be substituted for one-half (1/2) year of the required Specialized Experience.
3. Possession of a master's degree from an accredited college or university in real estate, land development or closely related field may be substituted for one (1) year 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/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.

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

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 a new minimum qualification specification for the Property Manager I, II, III, IV & V series by the Department of Education Civil Service system.

DATE APPROVED: APR 0 4 2008



Fay Ikei

Acting Assistant Superintendent
Office of Human Resources

EFFECTIVE DATE: APR 0 4 2008