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Minimum Qualification Specifications for the Class:

PUBLIC HEALTH SUPERVISOR

Basic Education Requirement:

Graduation from an accredited four-year college or university with a Bachelor's degree. Excess work experience as described under 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 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 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 in the following paragraphs and in the amounts specified.

Specialized Experience: Three and one-half years of progressively *responsible professional* work experience in public health, or other related field, which required knowledge of public health laws, rules and regulations; community health organizations and the services they provide; public health needs of the community; and current public health problems.

Supervisory Experience: One year of work experience which involved supervising a professional staff. The experience must have included: 1) planning, organizing, scheduling and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance and disciplining them when necessary.

Substitutions Allowed:

1. Possession of a Master's degree in public health, nursing, social work or other related field from an accredited college or university may be substituted for one year of the Specialized Experience.
2. Possession of a Ph.D. degree in public health, nursing, social work or other related field from an accredited college or university, may be substituted for two 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 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. 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.

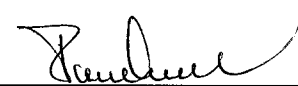
Mental/Emotional Requirements:

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 class PUBLIC HEALTH SUPERVISOR by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources