

.....
Class Specifications for the Class:PROFESSIONAL TRAINEE IDistinguishing Characteristics:

Complexity: As an entry-level trainee, receives on-the-job training in the principles, concepts, work processes, methods and techniques, and reference material fundamental to professional aspects of the professional work to be performed, and orientation to the goals, objectives, philosophy, policies, procedures, rules and regulations pertinent to the assigned program. Work assignments are clear cut, routine, and are selected and designed to develop the employee for work of a higher level and progression to the journey worker or higher level in the occupation/series.

Supervision Received: Receives close supervision and guidance from the supervisor or other higher-level worker. Specific and detailed instructions as to the tasks to be performed, the procedures to be followed, and the manner in which finished work is to be submitted, are outlined at the time the assignment is made. Training and work assignments are closely and critically reviewed for compliance with instructions, thoroughness, and application of standard practices and techniques and to assure potential for further training and development. Continued guidance and instruction are provided during the progress of the assignment.

Recommendations made at this level are closely reviewed in all respects by the supervisor or higher level specialist.

Knowledge, Skills and Abilities: Employees are expected to have knowledge of research methods and techniques; report writing; problem solving methods and techniques; knowledge of and the ability to apply basic principles, concepts, work processes, and reference material fundamental to the professional work to be performed; ability to successfully complete assignments selected to develop the employee for higher-level work; and establish and maintain effective working relationships with others.

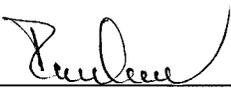
Examples of Duties: (The following examples of duties are generally stated and are not necessarily descriptive of any one position in this class. Duties statements specific to the occupation are not included in this generic class. However, the omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of positions should be based on the entire specifications and not solely on the examples of duties listed.)

1. Attends orientation and training sessions.
2. Performs simple tasks and work assignments in the occupational specialty and receives formal and on-the-job training for the purpose of gaining knowledge and developing skill in:
 - a) the basic principles, concepts, work processes and reference material fundamental to the professional work to be performed;
 - b) the goals, objectives, philosophy, policies, procedures, rules and regulations pertinent to the program; and
 - c) the application of work processes and techniques.
3. Accompanies higher-grade specialists on field trips as an observer.
4. Analyzes problems, applies appropriate guides and standards, conducts fact-finding, draws sound conclusions and prepares written reports of findings and recommendations.

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 class specifications for the Executive Branch Civil Service class PROFESSIONAL TRAINEE I by the Department of Education Civil Service system.

DATE APPROVED: SEP 13 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources

.....
Class Specifications for the Class:

PROFESSIONAL TRAINEE II

DISTINGUISHING CHARACTERISTICS:

Complexity: This is the advanced trainee level through which the trainee advances as part of his/her progression to full performance as an independent worker. Work assignments range from the simple to the moderately complex and are generally characterized by clear and specific objectives to be reached by the application of basic methods and techniques of the occupational specialty and specific standards, guides and regulations. The primary work processes and tasks follow well-established procedures, and determinations can be made by the direct application of specific standards, guides, etc. Additional assignments are selected to develop the employee for eventual progression to the independent worker or higher level.

Supervision Received: The advanced trainee receives specific guidance, instruction and orientation on all aspects of the work during intensive training periods. Supervision is relaxed on assignments of a routine and simple nature but is close and immediate on assignments of a more difficult and complex nature. Training and work assignments are closely and critically reviewed to assure potential for advancement to the independent worker level. As the trainee's knowledge, abilities and skills increase, additional assignments characteristic of higher-level work are made for developmental purposes and supervision is gradually relaxed.

Nature and Scope of Recommendations, Commitments, Decisions and Conclusions: Work performed and recommendations made are reviewed by a specialist of a higher level or by the supervisor for soundness of analysis, thoroughness and accuracy in the details of the preliminary work and for the application of good reasoning and judgment.

Knowledge, Skills and Abilities: In addition to the knowledge, skills and abilities required at the next lower level, employees are expected to have a practical working knowledge of the principles and standard methods and techniques which apply to the occupational specialty, and the ability to apply those principles, methods and techniques to actual work assignments; obtain pertinent factual data; analyze and make sound recommendations as to the action to be taken.

EXAMPLES OF DUTIES: (The following examples of duties are not necessarily descriptive of any one position in this class. Furthermore, the omission of specific duties statements does not preclude management from assigning such duties if such duties are

a logical assignment for the position. The classification of positions should not be based solely on the examples of duties performed.)

1. Completes work assignments of simple to moderate/limited difficulty by applying well-established procedures, specific standards, guides and legislation.
2. Assists higher-level worker on assigned projects or works on projects according to defined objectives and methods.
3. Complete work assignments characteristic of the next higher level of work for training and development purposes.

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 class specifications for the Executive Branch Civil Service class PROFESSIONAL TRAINEE II by the Department of Education Civil Service system.

DATE APPROVED: SEP 13 2006

EFFECTIVE DATE: JUL - 1 2005


for Gerald Okamoto
Assistant Superintendent
Office of Human Resources

.....
Class Specifications for the Class:PROFESSIONAL WORKER IIIDistinguishing Characteristics:

Complexity: This class reflects the first independent worker level in a series of professional work. Work assignments routinely encompass problems of average difficulty and complexity, requiring the application of technical knowledge, skills and sound judgment in applying the fundamental principles, techniques, standards, policies, procedures, rules and regulations pertinent to the occupational specialty and program area. Problems encountered are usually those which can be resolved by direct application of specific standards, regulations or other similar guides. Additional assignments are selected to develop the employee for eventual progression to the fully independent worker level.

Supervision Received: Supervision received at this level is of a general nature, thereby requiring that assignments be performed independent of continual supervision. The supervisor assigns and lays out the work, gives the history of the problem and explains possible difficulties that may arise. The approach to the assignment and the handling of the assignment is the responsibility of the incumbent. Unusual problems are brought to the attention of the supervisor. Completed assignments are reviewed for soundness, completeness and conformity with applicable standards and legal requirements.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Research methods and techniques; report writing; problem solving methods and techniques; knowledge of and ability to apply principles, techniques, standards, policies, procedures, rules and regulations pertinent to the occupational specialty and program area, to the professional work to be performed.

Ability to: Obtain pertinent factual data; analyze and make sound recommendations as to the action to be taken; successfully complete assignments selected to develop the employee for higher-level work; communicate effectively with others orally and in writing; and establish and maintain effective working relationships with others.

Examples of Duties: *(The following examples of duties are generally stated and are not necessarily descriptive of any one position in this class. Duties statements specific to the occupation are not included in this generic class. However, the omission of*

specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of positions should be based on the entire specifications and not solely on the examples of duties listed.)

1. Independently completes work assignments of moderate difficulty by applying established procedures, standards, guides, policies, rules and regulations.
2. Analyzes problems, applies appropriate guides and standards, conducts fact-finding, draws sound conclusions and prepares written reports of findings and recommendations.
3. Communicates effectively with individuals and groups in eliciting and providing relevant information.
4. Works effectively with others in accomplishing assignments.
5. Completes work assignments characteristic of the next higher level of work for training and development purposes.

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 class specifications for the Executive Branch Civil Service class PROFESSIONAL WORKER III by the Department of Education Civil Service system.

DATE APPROVED: SEP 13 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources