

Minimum Qualification Specifications for the Classes:

PROFESSIONAL TRAINEES I & II
PROFESSIONAL WORKER III

Prerequisite Knowledge and Abilities Required:

PROFESSIONAL TRAINEE I

Knowledge of: Research methods and techniques; report writing, problem solving methods and techniques.

Ability to: Learn the principles, concepts, work processes and reference material fundamental to the work to be performed; the goals, objectives, philosophy, policies, procedures, rules and regulations pertinent to the program; successfully complete assignments selected to develop the employee for higher-level work; establish and maintain effective working relationships with others.

PROFESSIONAL TRAINEE II - In addition to the knowledge and abilities required at the next lower level: Basic knowledge of professional work processes; and ability to apply basic methods and techniques of the occupational specialty and specific standards, guides, rules and regulations pertinent to the work.

PROFESSIONAL WORKER III

Knowledge of: Research methods and techniques, report writing, problem solving methods and techniques; principles, techniques, standards, policies, procedures, rules and regulations pertinent to the occupational specialty and program area.

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.

Basic Education Requirement:

Refer to the minimum qualification specifications for the authorized series/class of work.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality, and in the amounts indicated below, or any equivalent combination of training and experience:

PROFESSIONAL TRAINEE I: None.

PROFESSIONAL TRAINEE II: Six (6) months of progressively responsible professional work experience as specified in the minimum qualification specifications for the authorized series/class of work.

PROFESSIONAL WORKER III: One and one-half (1-1/2) years of progressively responsible work experience as specified in the minimum qualification specifications for the authorized series/class of work.

Substitution Allowed:

Refer to the minimum qualification specifications for the authorized series/class of work.

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.

License/Other Special Requirements:

Refer to the minimum qualification specifications for the authorized series/class of work.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, selective certification requirements may be established and 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 with or without reasonable accommodation 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.

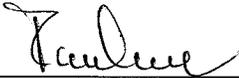
Mental/Emotional Requirements:

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 classes PROFESSIONAL TRAINEES I & II and 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