

Minimum Qualification Specifications
for the Class:PUBLIC DEBT ANALYSTBasic Education/Experience Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under General or 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 Requirement:

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

General Experience: One and one half (1-1/2) years of progressively responsible professional work experience 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. The work experience must also demonstrate a general knowledge of accounting, finance, economics, and/or fiscal principles and practices. Some examples of work which would demonstrate these kinds of knowledge include work as a bank manager, accountant, financial analyst, loan officer, economist, financial planner, fiscal officer, or auditor.

Specialized Experience: One (1) year of progressively responsible professional work experience which demonstrated a general knowledge of the principles and practices of investments and investment banking or bonds and securities including knowledge of

Hawaii State and federal laws and regulations relating to the sale of securities and government bonds. Such experience may have been acquired as a stockbroker, financial analyst, investment analyst, underwriter, bond counsel, etc.

Substitution of Education for Experience:

1. A master's degree in accounting, finance, economics, business administration, or other closely related field from an accredited college or university may be substituted for one (1) year of General Experience.
2. A Ph.D. degree in accounting, finance, economics, business administration or other closely related field from an accredited college or university may be substituted for all of the General Experience Requirement.
3. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.

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 they have the ability to perform the duties of the position for which they are 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 able to perform the essential duties of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class, PUBLIC DEBT ANALYST, which were approved on February 22, 1993.

DATE APPROVED: October 31, 2022

Raynell Cfee
for RYKER WADA, Director
Department of Human Resources Development