

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.688
	STATE OF HAWAII	8.689
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	Minimum Qualification Specifications	8.692
	for the Classes:	

HARBOR AGENT I, II, III, IV, V

Basic Education/Experience Requirement

One (1) year of full-time work experience requiring the ability to read and understand oral and written instructions; write simply and directly; and make simple arithmetic computations (addition, subtraction, multiplication and division).

This requirement may also be met by possession of a high school diploma, or equivalent.

Experience Requirement

Applicants must have had progressively responsible experience of the type and quality described in the paragraphs below and in the amounts shown in the following table or any combination of training and experience:

Class Title	Spclzd Exp (Yrs)	Harbors Operations Exp (Yrs)	Supervisory Aptitude	Total Exp (Yrs)
Harbor Agent I	1	0		1
Harbor Agent II	2	0		2
Harbor Agent III	2-1/2	1/2	**	3
Harbor Agent IV	3	1*	**	4
Harbor Agent V	3	2*	**	5

Specialized Experience: Full-time experience which involved meeting and dealing effectively with people in a person-to-person work relationship. Such experience must have demonstrated the ability to: (1) establish and sustain positive relationships with people; (2) elicit and provide pertinent information; (3) read, understand and apply various rules and regulations; and (4) prepare clear and concise reports.

Examples of acceptable work experience include, but are not limited to: (1) managers, such as a Harbor Agent who, in operating and maintaining a project or project area, establishes and maintains continuing relationships with clients and users, applying various rules and regulations; and (2) professional, para-professional, or clerical workers and others who deal constantly with clients in eliciting and providing information and in providing advice/guidance.

Examples of non-acceptable work experience include, but are not limited to, experience as a sales clerk, office clerk, station attendant, counter worker or other such experience which may have involved much contact with people but only in a minimal context (such as in taking and filling an order).

Harbor Operations Experience: Work experience in harbor operations which included participation in such activities as the assignment of vessels to berths; direction and control of movement of vessels in the harbor; recording and reporting vessel arrivals and departures; preparation and collection of charges for use of harbor facilities; and enforcement of harbor rules and regulations.

In order to be qualifying, the work must have involved substantive participation in harbor operation activities. Experience limited to peripheral supportive activities such as maintenance or grounds keeping functions, will not qualify for Harbor Operations Experience.

*Applicants for Harbor Agent IV and V must have at least six (6) months of experience comparable in scope and responsibility to that of the class Harbor Agent III or at least one (1) year of experience comparable to the class Harbor Agent II in the State service.

**Supervisory Aptitude: Applicants for Harbor Agent III, IV and V must possess Supervisory Aptitude. 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. Work and/or recreational experience (full-time or part-time) in the operation of small boats which demonstrated that the applicant has a good working knowledge of the laws, rules and regulations pertaining to the operation of small boats, safety practices relating to the operation of small boats and use of harbors and harbor facilities; seamanship; aids to navigation; and other activities related to the safe and proper operation of small boats and utilization of harbors and harbor facilities may be substituted for Harbor Operations Experience up to a maximum of six (6) months.
2. Clerical or security work experience performed at a boat harbor facility in which the applicant actually participated in some aspects of harbor operations and which demonstrated that the applicant has a good working knowledge of the laws, rules and regulations relating to the use of harbors and harbor facilities may be substituted for Harbor Operations Experience up to a maximum of six (6) months.

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.

License Required

Applicants must possess a valid license to drive in the State of Hawaii.

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

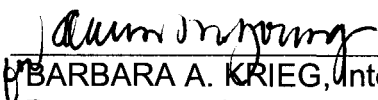
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

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

This is an amendment to the minimum qualification specifications for the classes HARBOR AGENT I, II, III, IV, and V which were approved on June 7, 1983.

DATE APPROVED: 2/1/12



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Development