

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	1.515
	STATE OF HAWAII	1.517
.....		1.519
		1.521
	Minimum Qualification Specification	1.523
	for the Classes:	1.524

HUMAN RESOURCES ASSISTANT II, III, IV, & V
HUMAN RESOURCES TECHNICIAN VI & VII

Experience Requirement

Applicants must have had progressively responsible experience of the kind and quality described in the paragraphs below and in the amount indicated on the following table:

Class Title	Gen Exper (yrs)	Spclzd Exper (yrs)	Supvry Exper (yrs)	Total (yrs)
Human Resources Assistant II	1	0	0	1
Human Resources Assistant III	1	1	0	2
Human Resources Assistant IV	1	2	0	3
Human Resources Assistant V	1	3	*	4
Human Resources Technician VI	1	4	*	5
Human Resources Technician VII	1	5	*	6

General Experience: Progressively responsible general office clerical experience.

Specialized Experience: Experience in an office where the work required the knowledge and application of pertinent human resources rules, regulations, procedures and program requirements.

Supervisory Experience: *For certain positions in the Human Resources Assistant V level and above, applicants must show that they 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 of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

1. Successful completion of a clerical curriculum at an accredited business or technical school may be substituted for the General Experience on a month-to-month basis up to a maximum of one (1) year.
2. Successful completion of an academic year in an accredited college or university above the high school level may be substituted for one (1) year of the General Experience.
3. Graduation from an accredited four (4) year college or university with a bachelor's degree may be substituted for one (1) year of General Experience and two (2) years of Specialized Experience. Applicants possessing this educational qualification are deemed to have met all of the requirements for the Human Resources Clerk IV level.

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.

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 functions of the position effectively and safely, with or without reasonable accommodation.

PART II
HUMAN RESOURCES ASSISTANT II, III, IV, & V
HUMAN RESOURCES TECHNICIAN VI, & VII

Page 3
1.515, 1.517, 1.519, 1.521
1.523 & 1.524

This is an amendment to the minimum qualification specifications for the Classes PERSONNEL CLERK II, III, IV & V and PERSONNEL TECHNICIAN VI & VII that was approved on July 30, 2008 and a change in class title to HUMAN RESOURCES ASSISTANT II, III, IV & V and HUMAN RESOURCES TECHNICIAN VI & VII.

EFFECTIVE DATE: 01/27/2016

DATE APPROVED: 1/28/16



for JAMES K. NISHIMOTO, Director
Department of Human Resources Development