

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	1.825
	STATE OF HAWAII	1.826
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Minimum Qualification Specifications
for the Classes:

STAFF SERVICES ASSISTANT I
STAFF SERVICES SUPERVISOR II and III

Experience Requirements

Applicants must have had work experience of the kind and quality described below and in the amounts shown on the following table, or any equivalent combination of training and experience.

Class Title	General Exp (years)	Supervisory Exp (years)	Total Exp (years)
Staff Services Assistant I	3	0	3
Staff Services Supervisor II	3	1	4
Staff Services Supervisor III	3	2	5

General Experience: Progressively responsible office and administrative housekeeping work experience which included the full range of office services in records and files maintenance, word and mail processing, and reception and related services, and responsibility for at least one of the following areas: (a) fiscal recordkeeping; (b) budget preparation; (c) purchasing; (d) inventory control; and (e) personnel services.

Supervisory Experience: Supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Substitutions Allowed

1. Successful completion of a substantially full-time equivalent office or business management, or accounting curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school may be substituted for General Experience on the basis of fifteen (15) semester credit hours of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.
2. A bachelor's degree in business administration from an accredited four (4) year college or university may be substituted for three (3) years of General Experience.

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.

This is an amendment to the minimum qualification specifications for the classes STAFF SERVICES ASSISTANT I, STAFF SERVICES SUPERVISOR II and STAFF SERVICES SUPERVISOR III, which were approved on July 18, 1986.

DATE APPROVED: 4/5/2013



for BARBARA A. KRIEG, Director
Department of Human Resources Development