

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.000
STATE OF HAWAII	2.001
.....	2.002
	2.010
Instructions for the Classes:	2.011

PROFESSIONAL TRAINEE I & II  
PROFESSIONAL WORKER III  
STUDENT INTERN (PROFESSIONAL) I & II  
 (STUDENT INTERN [PROF] I & II)

1. In order to utilize these generic classes, positions must be authorized at the journey worker or higher level and reallocated downward for recruitment purposes to these generic classes. **Positions may not be initially allocated to, or authorized at, any of these classes.**
2. Departments may reallocate positions for recruitment purposes to/from the classes Professional Trainee I and II and Professional Worker III in accordance with Department of Human Resources Development (DHRD) Policy 200.006 Position Classification Delegation of Authority to Departments.
3. Reallocation of positions for recruitment to/from the Student Intern (Professional) I and II classes is NOT delegated to departments. Departments that wish to use these classes must submit HRD-1 to the Employee Classification and Compensation Division for action.
4. These class titles must be used with the authorized class title in parentheses, e.g., Professional Trainee I (Self-Sufficiency and Support Services Specialist).
5. Departments must assure that the duties and responsibilities of the position are actually revised to the level of the class to which reallocation is made.
6. When a position is reallocated for recruitment purposes to a lower level, it is usually because qualified applicants at the journey level are not available. A program should consider hiring applicants at a lower level only if there will be a means to provide training and develop the employee to eventually perform the work at the authorized level.
7. In situations where trainee and advanced trainee and first level independent worker classes already exist in the job series, those classes should be used.
8. If the minimum qualification requirements for the authorized class do not require a bachelor's degree and 1-1/2 or 2-1/2 years of experience, the Employee Classification and Compensation Division should be consulted prior to using these classes.