

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.000
	STATE OF HAWAII	2.001
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Minimum Qualification Specifications
for the Classes:

PROFESSIONAL TRAINEE I & II
PROFESSIONAL WORKER III

Prerequisite Knowledge and Abilities Required

PROFESSIONAL TRAINEE I

Knowledge of: Research methods and techniques; report writing, problem solving methods and techniques;

Ability to: Learn the principles, concepts, work processes, and reference material fundamental to the work to be performed, and the goals, objectives, philosophy, policies, procedures, rules and regulations pertinent to the program; successfully complete assignments selected to develop the employee for higher level work; and establish and maintain effective working relationships with others.

PROFESSIONAL TRAINEE II - In addition to the knowledge and abilities required at the next lower level: Basic knowledge of professional work processes; and ability to apply basic methods and techniques of the occupational specialty and specific standards, guides, rules and regulations pertinent to the work.

PROFESSIONAL WORKER III

Knowledge of: Research methods and techniques, report writing, problem solving methods and techniques; principles, techniques, standards, policies, procedures, rules and regulations pertinent to the occupational specialty and program area;

Ability to: obtain pertinent factual data; analyze and make sound recommendations as to the action to be taken; successfully complete assignments selected to develop the employee for higher level work; communicate effectively with others orally and in writing; and establish and maintain effective working relationships with others.

Basic Education Requirement

Refer to the minimum qualification specifications for the authorized series/class of work.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality, and in the amounts indicated below, or any equivalent combination of training and experience:

PROFESSIONAL TRAINEE I: None.

PROFESSIONAL TRAINEE II: Six (6) months of progressively responsible professional work experience as specified in the minimum qualification specifications for the authorized series/class of work.

PROFESSIONAL WORKER III: One and one-half (1-1/2) years of progressively responsible work experience as specified in the minimum qualification specifications for the authorized series/class of work.

Substitution Allowed

Refer to the minimum qualification specifications for the authorized series/class of work.

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/Other Special Requirements

Refer to the minimum qualification specifications for the authorized series/class of work.

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 PROFESSIONAL TRAINEE I and II, and PROFESSIONAL WORKER III, which were approved on March 24, 2004.

DATE APPROVED: 5/18/2012



BARBARA A. KRIEG, Director
Department of Human Resources Development