

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.034
	STATE OF HAWAII	2.035
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		2.038

Minimum Qualification Specifications
for the Classes:

REGULATORY BOARDS/COMMISSIONS ADMINISTRATIVE ASSISTANT I, II, & III
(REGLTRY BDS/COMMS ADM ASST I, II & III)

SUPERVISING REGULATORY BOARDS/COMMISSIONS ADMINISTRATIVE ASSISTANT
(SUPVG REGLTRY BD/COMM ADM ASST)

Education Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under General Experience and Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Exp (years)	Specialized Exp (years)	Supervisory Exp (years)	Total Exp (years)
Regulatory Bds/Comms Adm Asst I	2½	0	0	2½
Regulatory Bds/Comms Adm Asst II	2½	1	0	3½

Class Title	General Exp (years)	Specialized Exp (years)	Supervisory Exp (years)	Total Exp (years)
Regulatory Bds/Comms Adm Asst III	2½	2	0	4½
Supervising Regulatory Bds/Comms Adm Asst	2 ½	3	*	5 ½

General Experience: Progressively responsible professional work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem-solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives, prepare clear and concise written reports and recommendations for action, and deal satisfactorily with others.

Specialized Experience: The specialized experience must have been in one or a combination of the following types of work:

1. Progressively responsible professional experience which involved providing support services to regulatory boards and commissions in the maintenance and coordination of ongoing activities, the conduct of investigations and studies, and the development of operational improvements. Such experience must have required an extensive knowledge and application of pertinent laws, rules and regulations applicable to regulatory programs.
2. Progressively responsible professional work experience which required the knowledge and application of principles, laws, rules and regulations applicable to a regulatory program (e.g., conducting investigations or inspections to ensure compliance with regulatory laws, rules and regulations). Such experience must have included preparing written reports concerning problems involved in the program, and reviewing and making recommendations to improve operational procedures.

In addition to 1 and/or 2 above, the work experience must have provided knowledge of principles and practices relating to public proceedings and public records, legislative processes, rule adoption processes, and public relations.

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, and disciplining them when necessary.

*Supervisory Aptitude: Applicants for the class Supervising Regulatory Boards/Commissions Administrative Assistant 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 of supervision, e.g., by serving as a group or team leader, 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. Possession of a master's degree from an accredited college or university may be substituted for one (1) year of the required General Experience.
2. Excess Specialized Experience may be substituted for the General Experience on a month-for-month basis.

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:

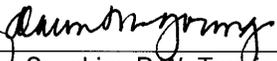
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

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

This is an amendment to the minimum qualification specification for the classes REGULATORY BOARDS/COMMISSIONS ADMINISTRATIVE ASSISTANT I, II and III (REGLTRY BDS/COMMS ADM ASST I, II & III) and the class SUPERVISING REGULATORY BOARDS/COMMISSIONS ADMINISTRATIVE ASSISTANT (SUPVPG REGLTRY BD/COMM ADM ASST) which was approved on January 20, 2010.

DATE APPROVED: 5/21/11



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