

Minimum Qualification Specifications  
for the Class:

CEMETERY OPERATIONS MANAGER

**Basic Education/Experience Requirements:**

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

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that 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 substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind, quality and amounts described in the following paragraphs, or any equivalent combination:

General Experience: Three and one-half (3-1/2) years of progressively responsible professional work experience which involved significant responsibility for performing and/or participating in the managerial aspects of a program or operation. Such experience must have involved recommending operating policies and procedures, participating in the preparation of budget and expenditure plans, evaluating program operations and recommending improvements, and recommending allocation/utilization of resources to meet program/operational goals and objectives.

At least one (1) year of this experience must have been performed in relation to managing a facility/area that is regularly used by the public. Such experience must have included responsibility for coordinating and directing the work of others in maintaining the facility, providing for safety and security, and maintaining effective relationships with individuals and groups.

In addition, either concurrently or separately, applicants must possess one (1) year of experience which involved coordinating, planning, and/or directing funeral services/operations, including services for those who qualify for veteran death benefits (e.g., as a funeral director, cemetery director, mortuary manager, cemetery manager, or other related capacity). Such experience must demonstrate knowledge of military protocol, procedures, and rules and regulations concerning funeral services for veterans.

Supervisory Aptitude: Applicants 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; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

**Substitutions Allowed:**

1. A Master of Business Administration (MBA) degree from an accredited college or university may be substituted for one (1) year of the General Experience required. However, the MBA degree may not be substituted for the one (1) year of experience which involved managing a facility/area that is regularly used by the public, nor for the one (1) year of experience which involved coordinating, planning, and/or directing funeral services/operations.
2. A Ph.D. degree in Business Administration from an accredited college or university may be substituted for two (2) years of the General Experience required. However, the Ph.D. degree may not be substituted for the one (1) year of experience which involved managing a facility/area that is regularly used by the public, nor for the one (1) year of experience which involved coordinating, planning, and/or directing funeral services/operations.

**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 Required:**

A valid license to drive in the State of Hawaii is required.

**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:**

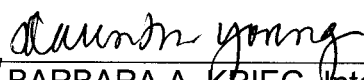
Applicants may be required to qualify on an appropriate examination.

**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.

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This is an amendment to the minimum qualification specifications for the class, CEMETERY OPERATIONS MANAGER, which were approved on March 23, 1992.

DATE APPROVED: 2/1/2012

  
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BY BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development