

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.116
	STATE OF HAWAII	2.117
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Minimum Qualification Specifications  
for the Classes:

CIVIL RIGHTS SPECIALIST III, IV, V and VI

**Prerequisite Knowledge and Abilities Required**

Knowledge of:

III level - Interviewing, fact-finding, research and analytical and problem solving methods and techniques; and report writing.

IV level - In addition to the knowledge required at the III level, civil rights laws, rules and regulations; issues of and principles and practices governing a civil rights program(s).

V and VI levels - Applicants' knowledge of civil rights laws, rules and regulations; issues of and principles and practices governing a civil rights program(s) must be commensurate with the scope and level of complexity of the duties and responsibilities reflected in the respective class.

Ability to:

III level: Learn and apply civil rights laws, rules and regulations, issues of and principles and practices governing a civil rights program; obtain pertinent factual data by conducting research and interviews; analyze and evaluate oral and written information and draw logical and objective conclusions; read and interpret complex written material, e.g., federal rules and regulations; prepare clear and concise reports and correspondence; communicate effectively with others, orally and in writing; deal tactfully and effectively with others; establish and maintain effective and cooperative working relationships with others; and use effective time management to organize, prioritize and complete work assignments on a timely basis.

IV level: In addition to the abilities required at the III level, understand, apply and explain laws, rules, regulations and policies and procedures governing one or more civil rights programs; investigate complaints and recommend corrective action; provide technical advice and assistance to a variety of groups and individuals on civil rights matters; analyze data and conduct research to identify problem areas and recommend solutions.

V level: In addition to the abilities required at the IV level, coordinate efforts to comply with civil rights program; monitor and evaluate civil rights programs and services to identify and rectify deficiencies; exercise judgment, confidentiality, discretion, logic and creativity; some positions require the ability to supervise the work of others.

VI level: In addition to the abilities required at the V level, assign, review and evaluate the work of others.

### **Basic Education Requirement**

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**

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 Experience (Years)	Specialized Experience (Years)	Supervisory Aptitude	Total Experience (Years)
Civil Rights Specialist III	1-1/2	--	0	1-1/2
Civil Rights Specialist IV	1-1/2	1	0	2-1/2
Civil Rights Specialist V	1-1/2	2	0	3-1/2
Civil Rights Specialist VI	1-1/2	3	*	4-1/2

General Experience: Progressively responsible professional or other responsible analytical work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems; and identifying, evaluating and analyzing issues involved and understanding and applying various statutory provisions, rules or regulations 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 and prepare clear and concise written reports of findings and recommendations for action; and establish and maintain effective working relationships.

Specialized Experience: Progressively responsible professional work experience which involved responsibility for ensuring an agency's compliance with civil rights requirements in one or more areas (e.g., Americans with Disabilities Act, Disadvantaged Business Enterprises, Title VI, Equal Employment Opportunity); developing, implementing and coordinating a program/activities to ensure compliance with civil rights requirements; monitoring and evaluating program effectiveness and recommending improvements, e.g., new and revised programs, policies, procedures, and laws; investigating and participating in the resolution of civil rights complaints and charges; and advising agency personnel and others on civil rights laws and regulations and court rulings relative to interpretations and program implications.

\* Supervisory Aptitude: Applicants for the class Civil Rights Specialist VI 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 in similar work in which opportunities for demonstrating supervisory capabilities exist; 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. Successful completion of thirty (30) semester credit hours in graduate level coursework from an accredited college or university may be substituted for one (1) year of the General Experience.
2. Successful completion of fifteen (15) semester credit hours from an accredited college or university in equal employment or affirmative action relative to employment problems and issues, or civil rights, discrimination or other such related courses involving unlawful discrimination practices may be substituted for a maximum of six (6) months of the Specialized Experience.
3. 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.

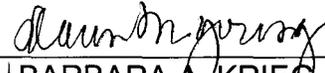
**Physical and Medical Requirements**

Applicants must be able to perform the essential functions 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 classes CIVIL RIGHTS SPECIALIST III, IV, V and VI, which were approved on August 19, 2002.

DATE APPROVED: 5/21/2012

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