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Minimum Qualification Specifications
for the Class:

HEALTH CARE FINANCING (THIRD PARTY LIABILITY) PROGRAM SPECIALIST
[HLTH CARE FINCG (TPL) PRGM SPCLT]

Basic Education/Experience:

Graduation from an accredited college or university with a bachelor's degree. Excess work experience as described below in the experience section or any other responsible administrative or professional work experience which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a university or college curriculum may be substituted for education 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 work experience must also include demonstrated ability to write reports, read and interpret complex written material, speak effectively and persuasively, and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible professional experience of the kind and quality described below and in the amounts shown below:

Health Insurance Claims Experience: Two and one-half (2-1/2) years of full-time professional work experience in health insurance claims and benefits administration, health care administration or other related field which included responsibility for such activities as investigating liabilities and claims, negotiating settlements and recommending or authorizing payments.

The experience must demonstrate that the applicant has a good working knowledge of private and government health insurance plans and programs; laws and regulations relating to health insurance plans and programs; health insurance claims adjustment and benefit administration procedure, including cost containment strategies.

Non-Qualifying Experience:

Experience, albeit in the health insurance field, which was limited to such experience as insurance agents or brokers who were

concerned primarily with selling insurance coverage, or actuaries who were concerned primarily with calculating risks and premium rates is not qualifying. Clerical experience in health insurance claims processing which was concerned primarily with clerical procedures such as preparing and checking forms for completeness and timeliness is also not qualifying.

Program Specialist Experience: One year of responsible professional work experience which involved active participation in the analysis and evaluation and development of program operations and/or program activities of an organization and the development of recommendations for improvement in programs and activities. The experience must have demonstrated a high degree of analytical skills involving the ability to identify information needs, collect and analyze data, identify problems and alternative solutions, and develop logical recommendations for a course of action. The experience must also demonstrate the ability to read, comprehend and interpret complex material such as laws, statutes and regulations, prepare and present clear, concise and comprehensive reports of findings and recommendations, and develop and maintain effective working relationships with others.

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:

Possession of a valid State of Hawaii motor vehicle operator's license (Type 3) is required.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification.

Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

This is the first minimum qualification specification for the new class HEALTH CARE FINANCING (THIRD PARTY LIABILITY) PROGRAM SPECIALIST, [HLTH CARE FINCG (TPL) PRGM SPCLT].

Effective Date: June 9, 1986

DATE APPROVED: 5/27/86

/s/James H. Takushi
JAMES H. TAKUSHI
Director of Personnel Services