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| PART II | DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT | 2.680 |
| | STATE OF HAWAII | 2.682 |
| | | 2.684 |
| | Minimum Qualification Specifications | 2.686 |
| | for the Classes: | 2.688 |
| | | 2.690 |

RIGHT-OF-WAY AGENT I, II, III, IV, V, VI

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 Requirement

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

| Class Title | Specialized Experience (years) | Supervisory Experience (years) | Administrative Experience (years) | Total Experience (years) |
|------------------------|--------------------------------|--------------------------------|-----------------------------------|--------------------------|
| Right-of-Way Agent I | 0 | 0 | 0 | 0 |
| Right-of-Way Agent II | 1/2 | 0 | 0 | 1/2 |
| Right-of-Way Agent III | 1-1/2 | 0 | 0 | 1-1/2 |
| Right-of-Way Agent IV | 2-1/2 | 0 | 0 | 2-1/2 |
| Right-of-Way Agent V | 3-1/2 | * | 0 | 3-1/2 |
| Right-of-Way Agent VI | 3-1/2 | 1 | ** | 4-1/2 |

Specialized Experience: Experience in one or a combination of the following:

- A. Appraisal of real property. Such experience must have demonstrated knowledge and application of the principles, theories, methods and techniques of real property appraising and must also have demonstrated ability to deal satisfactorily with associates and the public. These abilities may have been acquired through such experience as:
 - 1. Appraisal of real property, including the estimation of property value based on consideration of all factors that affect the value of the property such as location and environment of the property, the analysis of the highest and best uses for which the property is suitable or capable of being adopted, age, physical or functional condition of improvements, potential for future development, availability of adequate utilities, probability of community growth or decline, and the resultant value increase or decrease because of changing economic trends and conditions.
 - 2. Research in valuation analysis involving the development of classification and valuation standards and procedures for the appraisal of real property.
 - 3. Teaching of appraisal practices at the college or university level.
- B. Acquisition of real property and rights-of-way. Such experience must have involved the determination of the true market value of the property, utilization of appraisal methods and the negotiation for the acquisition of the property.
- C. Property management: The experience must have involved such activities as determining best use and fair rental rate or lease for the property, preparing the rental agreement, and insuring that the terms and conditions of the agreement are fulfilled and disposing of property.

For levels III and above, at least one year of experience must have been comparable to that of the next lower level in this series.

Non-Qualifying Experience: Appraisal of property other than real estate; positions as real estate salesperson, escrow officer, title officer, title searcher, hotel manager; and clerical duties relating to computing and posting valuation data, etc., where the applicant's principal duties did not require the application of principles,

RIGHT-OF-WAY AGENT I, II, III, IV, V, VI
2.680, 2.682, 2.684, 2.686, 2.688, 2.690

theories, methods and techniques of real property appraising, property management, and/or acquisition of real property.

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.

*For the Right-of-Way Agent V level, 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 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.

Administrative Experience: Administrative experience which involved active participation in, and major responsibility for the development, management, execution and coordination of policies and programs.

**For Right-of-Way Agent VI, applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed

1. A master's degree from an accredited college or university in real estate, property management, appraising, land management or a closely related major may be substituted for one year of the Specialized Experience.

2. A Ph.D. degree from an accredited college or university in real estate, property management, appraising, land management or a closely related major may be substituted for three years of the Specialized Experience.

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

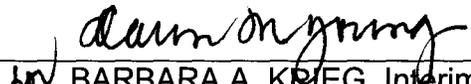
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

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

This is an amendment to the minimum qualification specifications for the classes RIGHT-OF-WAY AGENT I, II, III, IV, V and VI, which were approved on September 7, 1982.

DATE APPROVED: 3/27/2012


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