

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.862
	STATE OF HAWAII	2.864
.....		2.865
		2.867
	Minimum Qualification Specifications	2.868
	for the Classes:	2.871

HUMAN RESOURCES SPECIALIST I, II, III, IV, V, & VI
(HUMAN RESOURCES SPCLT I, II, III, IV, V, & VI)

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 progressively responsible administrative, professional or other 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 below, or any equivalent combination of training and experience:

Class Title	Specialized Experience (Years)	Staff Spclt or Supvry Experience (Years)	Admin Experience (Years)	Total Experience (Years)
Human Resources Specialist I	0	0	0	0
Human Resources Specialist II	1/2	0	0	1/2
Human Resources Specialist III	1-1/2	0	0	1-1/2
Human Resources Specialist IV	2-1/2	0	0	2-1/2
Human Resources Specialist V	3-1/2	*	0	3-1/2
Human Resources Specialist VI	3-1/2	1	0	4-1/2

Specialized Experience: Professional work experience in one or any combination of human resources management functions; i.e., recruitment, placement, examination, position classification, pay or wage administration, employee management relations and services, employee development, human resources program development and services, labor relations, and human resources research.

Such experience must demonstrate the ability to deal satisfactorily with fellow workers and/or operating personnel, to recognize problems in the operation of a human resources program, and to suggest practical solutions, and otherwise to accept responsibility in the field of human resources administration. Clerical or technical experience in a human resources program involving work which is limited to the application of human resources rules, regulations and procedures in support of the human resources functions described above is not qualifying.

Staff Specialist or Supervisory Experience: Applicants for Human Resources Specialist VI must have had either staff specialist or supervisory experience of the type and quality described below:

- A. Staff Specialist Experience: Human resources specialist experience performing work regularly encompassing difficult and complex situations and problems in a given human resources specialty with responsibility for furnishing advisory services to management in the overall aspects of program development and evaluation; or human resources specialist experience performing extensive and intensive work in a given area of specialization, working on the most complex and difficult assignments in the areas of program development and evaluation, development of new and revised procedures, review of working situations to be sure that departments are following guidelines for sound human resources practices, recommending legislation or studying impact of proposed legislation, and engaging in human resources research aimed towards improving the human resources system.
- B. Supervisory Experience: Experience in the field of human resources management which included (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problems; (4) training and developing subordinates; and (5) evaluating their work performance.

*For the Human Resources Specialist V level, supervisory aptitude rather than actual supervisory experience may be accepted. 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 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. A bachelor's degree from an accredited college or university with a minimum of fifteen (15) semester credit hours of course work in human resources administration, management and industrial relations or human resources management covering the recruitment and selection process; job evaluation; performance appraisal; employee training and safety; human resources compensation and benefits administration; staffing process; organizational development; labor laws and/or labor relations may be substituted for six (6) months of Specialized Experience.
2. A master's degree from an accredited college or university in human resources administration, personnel and industrial relations or human resources management may be substituted for one (1) year of the Specialized Experience.
3. A Ph.D. degree from an accredited college or university in one of the fields described above may be substituted for two (2) years of the Specialized Experience.
4. Excess Supervisory or Staff specialist Experience may be substituted for Specialized Experience on a year-for-year 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.

This is an amendment to the minimum qualification specifications for the classes PERSONNEL MANAGEMENT SPECIALIST I, II, III, IV, V, and VI, and a change in class title to HUMAN RESOURCES SPECIALIST I, II, III, IV, V, and VI, which were approved on March 27, 2012.

DATE APPROVED: 1/27/14

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