

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.901
	STATE OF HAWAII	2.902
.....		2.904
		2.906
	Minimum Qualification Specifications	2.907
	for the Classes:	2.909

MANAGEMENT ANALYST 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 Requirements

Applicants must have had the type of experience described in the statements immediately following, and in the amounts shown in the table below, or any equivalent combination of training and experience:

Class Title	General Experience (years)	Specialized Experience (years)	Supervisory Experience (years)	Total Experience (years)
Management Analyst I	0	0	0	0
Management Analyst II	1/2	0	0	1/2
Management Analyst III	1/2	1	0	1-1/2
Management Analyst IV	1/2	2	0	2-1/2
Management Analyst V	1/2	3*	**	3-1/2
Management Analyst VI	1/2	3*	1	4-1/2

General Experience: Professional work involving the analysis and evaluation of managerial policies, systems, methods and practices in the development and/or improvement of same.

Specialized Experience: Professional management analysis experience; viz., experience in conducting organizational analyses, work measurement/methods studies, management information systems design and evaluation, and management surveys in order to identify problem areas and develop recommendations for improving the economy, efficiency and effectiveness of a given operation through the proper application of sound methods, principles and practices of management.

*For Management Analyst V and VI, at least one year of the required Specialized Experience must have been at a level comparable to the Management Analyst IV level in the Hawaii State government; viz., experience that indicates that the applicant has acquired and successfully applied practical and theoretical knowledge of a wide variety of managerial functions, practices and techniques in the solution of more difficult management problems.

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 Management Analyst 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; 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. Excess Specialized Experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.
2. Satisfactory completion of all academic requirements for a master's degree with specialization in management, public administration, or a related field, which provided knowledge of the principles, practices, techniques and methodologies

of management, may be substituted for six (6) months of Specialized Experience.

3. Satisfactory completion of all academic requirements for a Ph.D. degree as described above may be substituted for one and one-half (1-1/2) years of 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 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 classes MANAGEMENT ANALYST I, II, III, IV, V and VI, which were approved on August 13, 1982.

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