

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.964
	STATE OF HAWAII	2.965
.....		2.966

Minimum Qualification Specifications
for the Classes:

EDUCATION SPECIALIST (HUNTER & CONSERVATION RESOURCES) III, IV & V
(EDN SP [HNTR&CONSVTN RESCS] III, IV & V)

Prerequisite Knowledge and Abilities Required

Knowledge of:

III level – Education and instruction methods and techniques; learning/teaching theory; various techniques and philosophies of sport hunting and shooting activities; different types of shooting or shooting styles; basic hunting practices; firearm/archery equipment operation and safety, hunter education resource management and conservation principles.

IV level – In addition to the knowledge required at the III level, principles of human behavior; motivation techniques; and public speaking.

V level – In addition to the knowledge required at the IV level, federal fiscal policies and regulations that impact hunter education, e.g., the Pittman-Robertson Federal Aid in Wildlife Restoration Tax Act; methods and techniques of developing and implementing classroom and practical coursework curricula; volunteer management; learning/teaching theory and curriculum design that includes basic hunting practices, firearm safety, hunter education, resource management, recreation safety principles, and outdoor safety education and their instructional theories/techniques that involve a wide range of students and instructors; public relations and program marketing.

Ability to:

III level – Conduct informational and educational activities of a Hunter Education program; read, comprehend, and interpret complex written material; solve complex problems logically and systematically; write clearly and effectively such materials as reports and informational materials, speak effectively to groups and individuals; and deal tactfully and effectively with others.

IV Level – In addition to the abilities required at the III level, coordinate the daily operations and program activities of a Hunter Education Program within assigned geographic area; speak effectively to individuals, instructor groups and before the general public; establish and maintain effective working relationships with volunteer

instructors, community organizations, and the general public; provide technical and administrative leadership to volunteers; resolve technical and philosophical program problems; evaluate personnel and program activity and recommend improvements; effectively promote the Hunter Education Program; maintain automated data and generate program information from various sources/data.

V level – In addition to the abilities required at the IV level, plan, develop, and coordinate a statewide Hunter Education Program; plan, develop and implement various hunter education courses and related program activities/events through subordinate specialists; coordinate program activities within the division structure; and 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	Hunter Education Experience (Years)	Education /Training (Years)	Specialized Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
EDN SP (HNTR&CONSVTN RESCS) III	1/2	1			1-1/2
EDN SP (HNTR&CONSVTN RESCS) IV	1/2	1	1	*	2-1/2
EDN SP (HNTR&CONSVTN RESCS) V	1/2	1	1	1	3-1/2

Hunter Education Experience: Responsible work experience in hunter education activities that demonstrated knowledge of legal requirements pertaining to hunting, basic principles of wildlife conservation and management, types and uses of firearms and other hunting methods, firearm/outdoor safety, and survival/first aid.

This experience may have been acquired while serving in a position on a paid or volunteer basis and may have been on either a full-time or part-time basis. If the requirement is met through part-time experience, it must have demonstrated the knowledge mentioned above and be equivalent in quantity to one-half (1/2) year full-time work experience.

Education/Training Experience: Progressively responsible professional work experience in a program of training and/or education as an instructor, or other comparable professional position. Such experience must have involved and demonstrated knowledge of basic education or training methods and techniques, and the ability to identify education/training needs and provide instruction to students or groups, and communicate effectively, orally and in writing, including speaking before groups.

Specialized Experience: Responsible professional work experience in a hunter education program that demonstrated knowledge of hunter education program requirements and the ability to plan, implement, coordinate, and evaluate hunter education program activities.

For the class, Education Specialist (Hunter and Conservation Resources) V, the experience must have been comparable to the IV level in the Education Specialist (Hunter and Conservation Resources) series.

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 class Education Specialist (Hunter and Conservation Resources) IV, 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.

Substitutions Allowed

1. A bachelor's degree in education or professional diploma in education from an accredited college or university may be substituted for one-half (1/2) year of the required Education/Training Experience.
2. A master's degree in education from an accredited college or university which provided knowledge of education and training methods and techniques may be substituted for one-half (1/2) year of the Education/Training Experience.
3. A Ph.D. degree in education from an accredited college or university which provided knowledge of education and training methods and techniques may be substituted for one-half (1/2) year of the required Education/Training Experience.
4. A full-time teaching internship of at least one semester which involved developing educational lesson plans, providing instruction to students, assessing students' progress and modifying educational plans to address level of students' progress may be substituted for additional Education/Training Experience on the basis of one semester of full-time post-baccalaureate internship for one-half (1/2) year of Education/Training Experience, provided that such experience involved and demonstrated knowledge of education and training methods and techniques.
5. Successful completion of a Hunter Education Instructor's course or other similar training program as provided by the National Rifle Association or other recognized and approved agency may be substituted for one (1) month of the required Hunter Education experience.

6. Active, or ongoing, participation in hunting activities over a period of two (2) or more years may be substituted for three (3) months of the required Hunter Education 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.

License Required

Applicants must possess a valid license to drive in the State of Hawaii.

Special Requirement

Applicants must meet all federal and State regulations applicable to the carrying, use, and possession of firearms and ammunition.

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.

PART II
EDN SP (HNTR&CONSVTN RESCS) III, IV & V
2.964, 2.965 & 2.966

Page 6

This is an amendment to the minimum qualification requirements for
EDUCATION SPECIALIST (HUNTER & CONSERVATION RESOURCES) III, IV & V,
which were approved on October 29, 2001.

DATE APPROVED: 5/21/2012



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