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Minimum Qualification Specifications  
for the Class:

FIREARMS TRAINING SPECIALIST

**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 Training and/or Education Program 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, quality and in the amounts shown below, or any equivalent combination of training and experience.

Training and/or Education Program Experience: Two and one-half (2-1/2) years of professional work experience which involved responsible participation in a program of training and/or education; or work experience as a professional staff position associated with the administrative or managerial process of such a program. The work experience must demonstrate knowledge of basic education and training methods and techniques, and the ability to communicate effectively, orally and in writing, including speaking before groups.

Firearms Experience: In addition to the experience described above, either concurrently or separately, applicants must have one (1) year of work experience which demonstrated knowledge of firearms safety principles and techniques; proper use, care, maintenance, and function of a variety of firearms, weapons, and related equipment; laws and standard practices relating to the use, safety, security and maintenance of firearms; firearms certification standards and liability issues; firing range practices, procedures, and

precautions; and methods, tools, equipment, and material used in testing and repairing firearms.

### **Substitutions Allowed**

1. A bachelor's degree from an accredited college or university with a major in education may be substituted for six (6) months of the required Training and/or Education Program Experience.
2. A master's degree or professional diploma in education from an accredited college or university, which provided knowledge of basic education and training methods and techniques, and the ability to communicate effectively, orally and in writing, including speaking before groups may be substituted for one (1) year of the required Training and/or Education Program Experience.
3. Successful completion of a firearms instructors course(s) provided by a nationally recognized organization (e.g., National Rifle Association, U.S. military, gun manufacturers), which provided knowledge of firearms instructional methods and techniques and laws and standard practices relating to the safe use of firearms, may be substituted for a maximum of one (1) month of either the required work experience with firearms, or work experience in an instructional capacity.
4. Successful completion of a firearms armorers course(s) provided by a nationally recognized organization (e.g., National Rifle Association, U.S. military, gun manufacturers), which provided knowledge of the proper use, care, maintenance and function of firearms; nomenclature, technical specifications and operating mechanics of firearms; and methods, tools, equipment and materials used to test and repair firearms, may be substituted for a maximum of one (1) month of the required work experience with firearms.
5. Substitution of either type of training described in 3 or 4 above for the required work experience with firearms is limited to a maximum of one (1) month.

### **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.

### **Special Requirement**

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

**License Required**

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

**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.

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This is an amendment to the minimum qualification specifications for the class FIREARMS TRAINING SPECIALIST, which were approved on December 14, 1993.

DATE APPROVED: 12/3/13

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