

PART II DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
STATE OF HAWAII

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Minimum Qualification Specifications
for the Classes:

PROGRAM SPECIALIST (SUBSTANCE ABUSE) III, IV & V
[PRGM SPCLT (SUBSTANCE ABUSE) III, IV & V]

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree in sociology, social work, psychology, public health or other related major.

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 in one (1) of the major areas specified above 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, and in the amounts shown in the following table or any equivalent combination of training and experience:

Class Title	General Experience (Years)	Specialized Experience (Years)	Supervisory Aptitude (Years)	Total Exp (Years)
Prgm Spclt (Substance Abuse) III	1-1/2	0	0	1-1/2
Prgm Spclt (Substance Abuse) IV	1-1/2	1	0	2-1/2
Prgm Spclt (Substance Abuse) V	1-1/2	2	*	3-1/2

General Experience: Progressively responsible experience in social work, public health or other related fields which required knowledge of current social and economic

conditions, community organizations and the services and/or programs they offer to the community relative to alcohol and drugs, the prevention of substance abuse and the treatment and rehabilitation of substance abusers.

Specialized Experience: Progressively responsible experience which demonstrated the ability to conduct studies and analyses of programs or projects through active participation in the planning, coordination, development and/or evaluation of programs and/or program activities relative to alcohol and drugs, the prevention of substance abuse and the treatment and rehabilitation of substance abusers. This experience must have been equivalent in scope and complexity to that of the next lower level in this series.

Supervisory Experience: Work involved in supervising others performing specialized work as described above. In addition to a comprehensive knowledge of the subject matter area, the experience must have provided applicants with knowledge of and demonstrated ability to: 1) plan, organize, schedule and direct the work of others; 2) assign and review their work; 3) advise them on difficult problem areas; 4) train and develop subordinates; and 5) evaluate their work performance.

*Supervisory Aptitude: Applicants for the Program Specialist (Substance Abuse) V level 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 master's degree or successful completion of thirty (30) graduate semester credit hours or its equivalent in sociology, social work, psychology, public health or other related field from an accredited college or university may be substituted for one (1) year of Specialized Experience.
2. Successful completion of all requirements for a Ph.D., in the above described fields from an accredited college or university may be substituted for two (2) years of the Specialized Experience requirement.

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 PROGRAM SPECIALIST (SUBSTANCE ABUSE) III, IV and V [PRGM SPCLT (SUBSTANCE ABUSE) III, IV and V], which were approved on November 19, 2002.

Date Approved: _____

9/20/14


for BARBARA A. KRIEG, Director

Department of Human Resources Development