

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.391
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Minimum Qualification Specifications
for the Classes:

PROGRAM SPECIALIST (AGING) III, IV, V and VI

Education Requirement

Graduation from an accredited college or university with specialization in gerontology, social work, psychology, education, sociology, counseling, public health or a related field.

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 Requirement

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)	Administrative Experience (years)	Total Experience (years)
Program Specialist (Aging III)	2	0	2
Program Specialist (Aging) IV	3	0	3
Program Specialist (Aging) V	4	0	4
Program Specialist (Aging) VI	5	*	5

Specialized Experience: Professional experience in social work, counseling, liaison, or a related field which required knowledge of current social and economic conditions, community organizations and their activities and/or the services they offer to the community. The applicants overall experience must indicate knowledge and understanding of the problems and needs of the aged.

Administrative Experience: Experience which involved active participation in and major responsibility for the development, management, execution, and coordination of activities and programs.

*For Program Specialist (Aging) VI, administrative aptitude, rather than actual administrative experience, is acceptable. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

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.

Substitutions Allowed

1. A master's degree in any of the specialty fields mentioned in the Education Requirement section above, from an accredited college or university, may be substituted for one (1) year of Specialized Experience.
2. Successful completion of graduate level course work creditable towards a master's degree in any of the specialty fields mentioned in the Education Requirement section above, from an accredited college or university, may be

substituted on the basis of fifteen (15) semester credit hours for six (6) months of Specialized Experience, up to a maximum of one (1) year.

3. Excess administrative experience of the type and quality described in the Administrative Experience section above, in social work, counseling, liaison, or an allied field, may be substituted for Specialized Experience on a year-for-year basis.

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.

This is an amendment of the minimum qualification specifications for the classes Program Specialist (Aging) III, which were approved on July 8, 1975; and for the classes Program Specialist (Aging) IV, V and VI, which were approved on April 25, 1969.

DATE APPROVED: 2/1/2012

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