

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.415
	STATE OF HAWAII	3.416
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Minimum Qualification Specifications
for the Classes:

SELF-SUFFICIENCY & SUPPORT SERVICES SPECIALIST III, IV, & V
(SELF-SUFF/SUPP SVCS SPCLT III, IV, & V)

SELF-SUFFICIENCY & SUPPORT SERVICES SPECIALIST III 3.415
(SELF-SUFF/SUPP SVCS SPCLT III)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Interviewing techniques; techniques and methods of counseling; social/emotional aspects of human behavior; basic human needs and standards of education and health; community resources and the services they provide; and work planning and organization.

Ability to: Learn and apply laws, rules, regulations and standards of the public assistance employment and training program; and deal effectively with individuals and groups and communicate effectively orally and in writing.

SELF-SUFFICIENCY & SUPPORT SERVICES SPECIALIST IV 3.416
(SELF-SUFF/SUPP SVCS SPCLT IV)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Goals, objectives, policies, procedures, standards, guidelines, services, activities and operations of the public assistance employment and training and supportive services program; community resources, the services they provide, and their effective utilization; social/emotional aspects of human behavior; basic human needs and standards of education and health; common problems and needs of the target population; team approach to service delivery; general career requirements and labor market trends; and work planning and organization.

Ability to: Learn, understand and interpret federal and/or State regulations related to the public assistance employment and training and supportive services program; analyze and evaluate information; formulate program standards and procedures; deal effectively with individuals and groups; and communicate effectively orally and in writing.

SELF-SUFFICIENCY & SUPPORT SERVICES SPECIALIST V 3.417
(SELF-SUFF/SUPP SVCS SPCLT V)

Prerequisite Knowledge and Abilities Required: In addition to those knowledge and abilities required at the next lower level:

Knowledge of: State and federal regulations, laws, and directives governing the public assistance employment and training and supportive services program; basic knowledge of the agency's public welfare and social services programs; budget development; and effective work organization and staff utilization.

Ability to: Develop and recommend program standards and procedures for the public assistance employment and training and supportive services program; and evaluate the programs' services, activities, and operations.

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 Experience Requirements, 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:

Except for the substitutions provided for in this specification, 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	Gen Exp (yrs)	Spclzd Exp (yrs)	TOTAL (yrs)
Self-Suff/Supp Svcs Spclt III	1-1/2	--	1-1/2
Self-Suff/Supp Svcs Spclt IV	1-1/2	1	2-1/2
Self-Suff/Supp Svcs Spclt V	1-1/2	2	3-1/2

General Experience: Progressively responsible professional experience in the field of social work, individual or family counseling, or related experience which involved assisting individuals and/or families resolve personal, social, employment and/or emotional problems.

For the Self-Sufficiency/Support Services Specialist III level, this experience must have involved counseling or guidance in situations where individuals had moderately difficult to difficult problems of grasping or understanding the nature of their problems, choosing between various possible courses of action, adjusting to environmental conditions and/or acquiring or sustaining proper motivation.

Specialized Experience: Progressively responsible professional work experience which demonstrated knowledge of the goals, objectives, standards, services and activities of the public assistance employment and training and supportive services program.

Substitutions Allowed:

1. Possession of a master's degree or successful completion of 30 graduate semester credits from an accredited college or university with specialization in social work, counseling, psychology, or other related field, may be substituted for one (1) year of the General Experience.
2. Possession of a Ph.D. degree with specialization in the fields described above, from an accredited college or university, may be substituted for all of the General Experience.
3. For the Self-Sufficiency/Support Services Specialist IV and V, excess Specialized Experience may be substituted for General Experience on a month-for-month basis.

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:

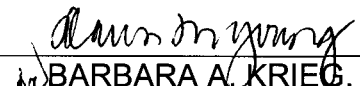
Applicants may be required to qualify on an appropriate examination.

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.

This is an amendment to the minimum qualification specifications for the classes SELF-SUFFICIENCY & SUPPORT SERVICES PECIALIST III, IV, & V (SELF-SUFF/SUPP SVCS SPCLT III, IV, & V), which were approved on June 28, 2002.

DATE APPROVED: 1/17/2012



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Department of Human Resources Development