

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.418
	STATE OF HAWAII	3.419
		3.420

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Minimum Qualification Specifications
for the Classes:

SELF-SUFFICIENCY & SUPPORT SERVICES SUPERVISOR I, II, & III
(SELF-SUFF/SUPP SVCS SUPVR I, II, & III)

SELF-SUFFICIENCY & SUPPORT SERVICES SUPERVISOR I 3.418
(SELF-SUFF/SUPP SVCS SUPVR I)

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; interviewing techniques; techniques and methods of counseling; social/emotional aspects of human behavior; common problems and needs of the target population; basic human needs and standards of education and health; various educational proficiency and aptitude testing instruments and their purposes; general career requirements and labor market trends; community resources, the services they provide, and their effective utilization; team approach to service delivery; and work planning and organization.

Ability to: Learn and explain State and federal regulations, laws and directives governing the public assistance employment and training and supportive services program; provide counseling; administer and interpret proficiency and aptitude tests; deal effectively with individuals and groups; act as an advocate for the client; assist clients to gain insight into their social, emotional, and health problems and motivate them to overcome these barriers; communicate effectively orally and in writing; and assign and review the work of others.

SELF-SUFFICIENCY & SUPPORT SERVICES SUPERVISOR II 3.419
(SELF-SUFF/SUPP SVCS SUPVR II)

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

Knowledge of: State and federal regulations, laws and directives governing the public assistance employment and training and supportive services program; and role and responsibilities of a line supervisor.

Ability to: Plan and evaluate unit activities and operations; and plan, assign, and review the work of subordinate professionals.

SELF-SUFFICIENCY & SUPPORT SERVICES SUPERVISOR III 3.420
(SELF-SUFF/SUPP SVCS SUPVR III)

Prerequisite Knowledge and Abilities Required:

Knowledge of: State and federal regulations, laws and directives governing the public assistance employment and training and supportive services program; goals, objectives, policies, procedures, standards, guidelines, services, activities and operations of the public assistance employment and training and supportive services program; social/emotional aspects of human behavior; common problems and needs of the target population; basic human needs and standards of education and health; general career requirements and labor market trends; community resources, the services they provide, and their effective utilization; team approach to service delivery; principles and practices of supervision; and basic management principles as they relate to budget development, effective work organization and staff utilization.

Ability to: Plan, organize, coordinate and evaluate the activities and operations of public assistance employment and training and supportive services units and/or programs; interpret and explain State and federal regulations, laws and directives governing the public assistance employment and training and supportive services program; deal effectively with individuals and groups; communicate effectively orally and in writing; and assign and review the work of others.

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 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	General Exp (yrs)	Spclzd Exp (yrs)	Supvr or Staff Exp (yrs)	Total Exp (yrs)
Self-Suff/Supp Svcs Supvr I	1-1/2	1	**	2-1/2
Self-Suff/Supp Svcs Supvr II	1-1/2	2	**	3-1/2
Self-Suff/Supp Svcs Supvr III	1-1/2	2	1	4-1/2

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 Supervisor I and II levels, 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.

Supervisory or Staff Experience:

- A. Work experience which involved supervising a professional staff. The experience must have 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, and disciplining them when necessary.

****For the Self-Sufficiency & Support Services Supervisor I and II levels, supervisory aptitude rather than actual supervisory experience may be accepted. 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; by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.**

- B. Professional experience which involved work such as conducting studies and making recommendation for the development or revision of standards, policies, procedures and techniques pertaining to program or activity; giving technical advice and direction; gathering data to determine conformance with standards and requirements; conducting special studies; recommending staff improvements and developing training materials provided the applicant possesses supervisory aptitude as described above.

Substitutions Allowed:

1. A master's degree or successful completion of thirty (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. 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 Supervisor III, 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:

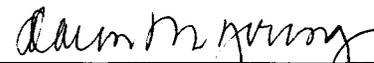
Applicants may be required to qualify on an appropriate examination.

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 specification for the classes SELF-SUFFICIENCY & SUPPORT SERVICES SUPERVISOR I, II, & III (SELF-SUFF/SUPP SVCS SUPVR I, II, & III), which were approved on October 23, 2002.

DATE APPROVED: 1/19/12



BARBARA A. KRIEG, Interim Director
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Development