

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.706
	STATE OF HAWAII	3.708
.....		3.710
		3.712
	Minimum Qualification Specifications	3.714
	for the Classes:	3.716

PUBLIC HOUSING SPECIALIST I & II  
PUBLIC HOUSING SUPERVISOR III, IV, V & VI

**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 the experience of the kind and quality described in the statements below, and in the amounts shown in the table below, or any equivalent combination of training and experience:

Class Title	Specialized Experience (Years)	Supervisory/ Staff Specialist Experience (Years)	Total Experience (Years)
Public Housing Specialist I	0	0	0
Public Housing Specialist II	1/2	0	1/2
Public Housing Supervisor III	1-1/2	*	1-1/2
Public Housing Supervisor IV	2-1/2	*	2-1/2
Public Housing Supervisor V	2-1/2	1	3-1/2
Public Housing Supervisor VI	2-1/2	2	4-1/2

Specialized Experience: Applicants must possess professional experience in one or a combination of the following types of work:

1. Progressively responsible work which required participation in, or the conduct of, most of the operational activities normally associated with housing projects, including such activities as:
  - Development and implementation of local policies, procedures and work plans;
  - Supervision and training of subordinate personnel;
  - Budgetary control and fiscal management of funds and expenditures related to project operations, maintenance and repair of project facilities, etc.;
  - Evaluation of operating and maintenance costs and practices to obtain maximum efficiency and economy;
  - Rental and occupancy activities involving tenant selection, dwelling unit assignment, surveys of local rent and utility rates, setting and/or collecting rents and charges; and
  - Community and tenant relations including development of cooperative dealings and harmonious relationships, adjustment of complaints, assistance on problems of health, safety, recreation and social welfare needs of tenants.
  
2. Progressively responsible work in real property management as an employee or agent of a real estate firm, bank, insurance company, etc., engaged in the control and conduct of multiple unit residential housing operations, private housing developments, shopping centers, etc.

Such work must have demonstrated knowledge of, and experience in most of the following activities:

- Establishment of rent schedules;
- Property rental, lease negotiation and preparation;

- Property maintenance and repair which included responsibility for the efficient and economical maintenance of the property and the protection of the owner's investment through property inspections and effecting needed repairs and alterations; and
- Fund management; i.e., the installation and maintenance of fiscal accountability control procedures and records to reflect income and expenses.

Supervisory or Staff Specialist Experience: Applicants must meet one or a combination of the following:

- A. Supervisory Experience: Supervisory work experience which 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.

\*For the Public Housing Supervisor III and IV 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 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.

- B. Staff Specialist Experience: Experience in the field of public housing, real property management, or related fields as a staff specialist which involved work such as conducting studies and making recommendations 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. Also, work experience which involved securing the cooperation and support of private and public agencies and community organizations to promote, develop and maintain an understanding of public housing goals and objectives and the role public housing projects play in the

total pattern of community organization; collecting and analyzing data on present and projected staffing needs and on employee training programs to meet workforce needs; and evaluating standards, policies, procedures and techniques pertaining to public housing activities.

**Substitutions Allowed**

A master's degree from an accredited college or university with a major in business or public administration may be substituted for one (1) year of Specialized Experience.

**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.

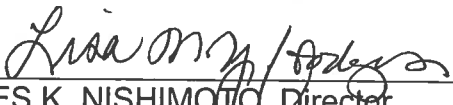
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Page 5  
3.706, 3.708  
3.710, 3.712, 3.714, 3.716

This is an amendment to the minimum qualification specifications for the classes PUBLIC HOUSING SPECIALIST I and II; and PUBLIC HOUSING SUPERVISOR III, IV, V and VI, which were approved on April 18, 2012.

DATE APPROVED: 2/19/16

  
for JAMES K. NISHIMOTO, Director  
Department of Human Resources Development