

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.720
	STATE OF HAWAII	3.721
.....		3.722

Minimum Qualification Specifications
for the Classes:

HOMESTEAD DISTRICT SUPERVISOR I, II, III
(HOMESTEAD DISTRICT SUPVR I, II, III)

Basic Education Requirement

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

Applicants must have had progressively responsible professional 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	Housing, Property, Loan Management Experience (years)
Homestead District Supervisor I	2-1/2
Homestead District Supervisor II	3-1/2
Homestead District Supervisor III	4-1/2

Housing, Property, and Loan Management: Experience in one or a combination of the kind and quality of work described below:

1. Progressively responsible work which required participation in, or the conduct of, most of the operational activities normally associated with management of 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; and
 - Community and tenant relations including development of cooperative dealings and harmonious relationships, adjustment of complaints, assistance on problems of health and safety 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 management of residential or business properties.

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

- 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;
- Tenant selection and resolving tenants' complaints;
- Property rental, lease negotiation and preparation;
- Collection of delinquent rent;

- Fund management, i.e., the installation and maintenance of fiscal accountability control procedures and records to reflect income and expenses; and
 - Enforcing terms and conditions of rental and lease agreements.
3. Progressively responsible work in a real estate firm, bank, or financial institution engaged in financing new home or other building construction, agricultural, or home improvement loans. Such work must have demonstrated knowledge of and experience in most of the following activities:
- Reviewing loan applications, financial statements, credit information and interviewing applicants to determine their financial status;
 - Reviewing and evaluating proposals to finance the development and construction of new homes, commercial buildings, or the development of farms or ranches;
 - Assisting clients in obtaining credit from other lending institutions, refinancing loans, or in financial management matters; and
 - Closing loans, disbursing loans, and servicing loans.

Supervisory Aptitude: Applicants for all levels 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

Possession of a master's degree from an accredited college or university with a major in business or public administration, economics, urban planning or closely related field may be substituted for one year of Housing, Property and Loan Management 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.

License Required

Applicants must possess a valid license to drive in the State of Hawaii.

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

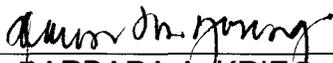
Applicants may be required to qualify on an appropriate examination.

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 HOMESTEAD DISTRICT SUPERVISOR I, II, and III, which were approved on June 17, 1987.

DATE APPROVED: 3/5/2012



BARBARA A. KRIEG, Interim Director
Department of Human Resources Development