

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.753
	STATE OF HAWAII	3.756
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		3.761
	Minimum Qualification Specifications	3.763
	for the Classes:	3.766

EMPLOYMENT SERVICE SPECIALIST I, II, III, IV, V, VI  
(EMPLOYMENT SERVICE SPCLT I, II, III, IV, V, VI)

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

Class Title	Specialized Experience (Years)	Supervisory or Staff Specialist Experience (Years)	Administrative Experience (Years)	Total Experience (Years)
Employment Service Spclt I	0	0	0	0
Employment Service Spclt II	1/2	0	0	1/2
Employment Service Spclt III	1-1/2	0	0	1-1/2
Employment Service Spclt IV	2-1/2	*	0	2-1/2
Employment Service Spclt V	3-1/2	*	0	3-1/2
Employment Service Spclt VI	3-1/2	1	**	4-1/2

Specialized Experience: Progressively responsible professional work experience in one or a combination of the following:

- A. Progressively responsible full-time experience in the field of employment service, personnel administration or related fields which involved one or more of the following duties and responsibilities: (a) obtaining applications for employment and assessing applicants' qualifications in terms of skills, knowledge, physical and/or mental suitability for employment or employment training; (b) determining job content and requirements; (c) developing methods and techniques for the improvement of personnel or employment programs; and (d) referring applicants to suitable jobs. This experience must have provided applicants with knowledge of various kinds of occupations and occupational requirements, employment interviewing or counseling, or personnel management principles, practices, and techniques.

Examples of qualifying experience are work as an employment interviewer, employment counselor or personnel specialist in a public or private employment agency, vocational counseling or guidance work, or other pertinent personnel management work.

- B. Progressively responsible professional experience in the field of social work or related fields which involved assisting youths or adults with personal, social and emotional problems toward their resolution. This experience must have involved counseling or guidance in situations where youths or adults had moderately difficult to difficult problems of grasping or understanding the nature of their problems, choosing between various courses of action possible, adjusting to environmental conditions and/or acquiring or sustaining proper motivation.

Examples of qualifying experience are work as a social caseworker or group worker in a public or private agency, parole-probation counselor, student counselor, or religious counselor.

For the Employment Service Specialist III and IV levels, applicants must have had one year of experience comparable to the next lower level in the State service.

For the Employment Service Specialist V level and above, applicants must have had either one year of experience comparable to the level immediately below the one for which they have applied or two years of experience comparable to the second lower level.

For example, for Employment Service Specialist VI positions, applicants must have had a minimum of one year of experience comparable to the V level or two years of experience comparable to the IV level.

Supervisory or Staff Specialist Experience:

Applicants for the Employment Specialist VI level must possess one or any combination of (A) or (B) below:

- A. Experience in the field of employment services, personnel administration or related fields 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.
- B. Experience in the field of employment services, personnel administration, 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; or work experience which involved securing the cooperation and support of private and public agencies and community organizations to promote employment services goals; collecting and analyzing data on present and projected manpower needs and on employment training programs to meet manpower needs; and evaluating standards, policies, procedures and techniques pertaining to veterans' placement activities.

\*Applicants for Employment Service Specialist IV and V positions that supervise must possess supervisory aptitude. Applicants for Employment Service Specialist VI positions, who do not possess supervisory experience, 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.

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

\*\*For Employment Service Specialist VI positions, applicants must possess administrative aptitude. 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.

Non-Qualifying Experience: Work experience which is not primarily concerned with employment interviewing, counseling, or guidance, or personnel work is not qualifying for these positions. For example, most work experience as an office manager or in a supervisory or managerial position includes responsibility for personnel functions. However, if the paramount responsibility of the position is not concerned with employment services or personnel recruitment and placement work, or counseling or guidance, such experience is not considered qualifying.

### **Substitutions Allowed**

1. A master's degree or successful completion of thirty (30) graduate semester credits from an accredited college or university in industrial psychology, sociology, psychology, employment counseling, personnel administration or closely related fields may be substituted for one year of Specialized Experience.
2. Successful completion of all the requirements for a Ph.D. degree from an accredited college or university with a major in the fields described above may be substituted for three (3) years of Specialized Experience.
3. Excess Supervisory or Staff Specialist Experience of the type and quality described above may be substituted for Specialized Experience on a year-for-year 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.

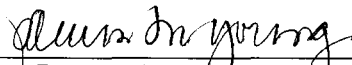
**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes EMPLOYMENT SERVICE SPECIALIST I, II, III, IV, V, and VI, which were approved on September 30, 1983.

DATE APPROVED: 5/21/2012

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