

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.801
	STATE OF HAWAII	3.803
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	Minimum Qualification Specifications	3.807
	for the Classes:	3.809

UNEMPLOYMENT INSURANCE ASSISTANT III, IV, V, VI, & VII
(UNEMPLOYMENT INS ASST III, IV, V, VI, & VII)

Basic Education/Experience Requirements

Experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill in addition to the ability to make basic mathematical computations, including percentages and averages. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis. This requirement may also be met by possession of a high school diploma or equivalent.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described below, and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Experience (Years)	Specialized Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Unemployment Ins Asst III	2	0	0	2
Unemployment Ins Asst IV	2	1	0	3
Unemployment Ins Asst V	2	2	0	4
Unemployment Ins Asst VI	2	3	*	5
Unemployment Ins Asst VII	2	3	1	6

General Experience: Progressively responsible general office clerical experience which involved some public contact.

Specialized Experience: Progressively responsible work experience requiring the knowledge and application of Unemployment Insurance laws, rules, regulations and procedures.

Supervisory Experience: Supervisory work experience in an Unemployment Insurance program 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.

Supervisory Aptitude: For the Unemployment Insurance Assistant VI level, applicants 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

1. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree or diploma at an accredited community college; or at a business or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines may be substituted for a maximum of one (1) year of General Experience provided the duration of the training was for a year or more.
2. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college, business or technical school which was for a period of less than one (1) year may be substituted for General Experience on a month-for-month basis provided the training included courses in basic English, arithmetic, general clerical procedures and office machines.
3. Partial Completion of Clerical Training
 - a. Completion of half a school year of substantially full-time clerical, stenographic or secretarial curriculum at an accredited community college,

business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for six (6) months of General Experience.

- b. Completion of one (1) school year (of a program of more than a year in length) of substantially full-time clerical, stenographic or secretarial curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for one (1) year of General Experience.
4. Education in an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for experience on the basis of fifteen (15) semester hours for six (6) months of General Experience, up to a maximum of two (2) years.

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.

This is an amendment to the minimum qualification specifications for the classes UNEMPLOYMENT INSURANCE ASSISTANT III, IV, V, VI, & VII (UNEMPLOYMENT INS ASST III, IV, V, VI, & VII), which were approved on May 30, 1988.

Date Approved: _____

12/8/15

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