

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.812
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	Minimum Qualification Specifications	3.820
	for the Classes:	3.822

UNEMPLOYMENT INSURANCE SPECIALIST I, II, III, IV, V, VI
(UNEMPLOYMENT INS 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 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	Specialized Experience (years)	Supervisory or Staff Experience (years)	Total Experience (years)
Unemployment Ins Spclt I	0	0	0
Unemployment Ins Spclt II	1/2	0	1/2
Unemployment Ins Spclt III	1-1/2	0	1-1/2
Unemployment Ins Spclt IV	2-1/2	*	2-1/2
Unemployment Ins Spclt V	3-1/2	*	3-1/2
Unemployment Ins Spclt VI	3-1/2	1	4-1/2

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Specialized Experience: Professional experience which involved the application of unemployment laws, rules and regulations. Such experience may be gained by active participation in the examination and adjudication of unemployment insurance claims, in the investigation of unemployment compensation claims, or in the examination of financial records to insure conformance with federal or State unemployment insurance laws.

For the Unemployment Insurance Specialist III and IV levels, at least one (1) year of the required experience must have been comparable to the next lower level in the State service.

For the Unemployment Insurance Specialist V level, at least one (1) year of the required experience must have been comparable to the Unemployment Insurance Specialist IV level or two (2) years of experience must have been comparable to the Unemployment Insurance Specialist III level in the State service.

For the Unemployment Insurance Specialist VI level, at least one (1) year of the required experience must have been comparable to the Unemployment Insurance Specialist V level or two (2) years of experience must have been comparable to the Unemployment Insurance Specialist IV level in the State service.

Supervisory Experience: Professional experience in the field of Unemployment Insurance 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 positions that supervise at the Unemployment Insurance Specialist IV and V levels, 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.

Staff Experience: Professional experience in the field of Unemployment Insurance 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.

Substitutions Allowed

Excess Supervisory or Staff Experience of the kind 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 UNEMPLOYMENT INSURANCE SPECIALIST I, II, III, IV, V and VI, which were approved on September 20, 1982.

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