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Minimum Qualification Specification
for the Class:

HOMEMAKER

Basic Education and Experience Requirement:

General Experience: Experience requiring the ability to read, comprehend and write English. This requirement may also be met by possession of a high school diploma.

Specialized Experience Requirement: Three (3) years of work experience which demonstrated the ability to manage a household and provide care services to families, or the elderly. Examples of acceptable work experience include: 1) homemaker and parent; and 2) chore services worker involved with providing housekeeping and child or personal care services to families or the elderly. The 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.

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 State of Hawaii driver's license, Type 3.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, 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 physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specification for the class HOMEMAKER which was approved on January 22, 1986.

DATE APPROVED: 7/15/98

/s/ HAROLD M. TADAKI
for JAMES H. TAKUSHI
Director of Human Resources Development