

.....

Minimum Qualification Specifications
for the Class:

EXECUTIVE SECRETARY, NATURAL AREA RESERVES SYSTEM COMMISSION
(EXECUTIVE SECRETARY, NARSC)

Basic Education/Experience Requirement:

Bachelor's degree from an accredited college or university with a major in botany, biology or a closely related field which included courses in general botany, plant ecology, identification of tropical plants, and the natural history of the Hawaiian Islands which covers the geography, geology, climatology, and biotic environment of Pacific Basin and Hawaiian Islands.

Excess botanical experience as described below or any other responsible administrative or professional work experience which provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while completing a university or college curriculum in biology or botany and covering those previously cited courses, may be substituted for education 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.

Experience Requirements:

Except for the substitution provided for below, applicants must have had progressively responsible experience of the kind and length described as follows:

Botanical Experience: Two (2) years of progressively responsible field work experience in the field of botany. This experience must have demonstrated that the applicant possesses knowledge of the principles and practices of botany and the ability to independently plan and organize botanical studies including identifying, collecting, analyzing, evaluating, and interpreting botanical information and data, and preparing oral and written reports of findings and recommendations.

General Experience: One-and-a-half (1-1/2) years of progressively responsible work experience which demonstrated the applicant's ability to establish and maintain effective working relationships with groups and individuals; formulate and justify budget and grant proposals; speak effectively and persuasively at meetings and public hearings; and prepare operational and activity reports, i.e., comparable to a project coordinator.

Substitutions Allowed:

Substitution of Education for General Experience: Possession of a master's degree from an accredited college or university with a major in administration or management may be substituted for one (1) year of the required General Experience.

Substitution of Education for Botanical Experience: Possession of a master's degree in Botany from an accredited college or university may be substituted for one (1) year of botanical experience.

Possession of a Ph.D. degree in Botany from an accredited college or university may be substituted for two (2) years of botanical 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 has the ability to perform the duties of the position for which he is being considered.

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 must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical Requirements:

Applicants must be physically able to perform efficiently the duties of the position, which are described elsewhere in this specification. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. Applicants with an amputation of arm, hand, leg or foot may be required to compensate for that condition by the use of satisfactory prosthesis.

Any physical condition which would cause the applicant to be a hazard to himself or others will disqualify for appointment. In addition, applicants must possess emotional and mental stability.

A person with a handicap will be considered upon demonstration of ability to perform the required tasks or have the ability or means to compensate sufficiently for his handicap to perform the job.

This is the first minimum qualification specification for the new class EXECUTIVE SECRETARY, NATURAL AREA RESERVES SYSTEM COMMISSION.

DATE APPROVED: 8/28/78

/s/ Wayne Yamasaki
for DONALD BOTELHO
Director of Personnel Services