

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.207
	STATE OF HAWAII	8.208
.....		8.209
		8.210
	Minimum Qualification Specifications	8.211
	for the Classes:	8.212

**DISABILITY COMPENSATION ENFORCEMENT SPECIALIST I, II, III, IV, V & VI**  
**(DISABILITY COMP ENFC SPCLT I, II, III, IV, V & VI)**

**Basic Education/Experience Requirements**

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 progressively responsible experience of the kind and quality described below and in the amounts shown in the following table or any equivalent combination of training and experience:

Class Title	Specialized Experience (Yrs)	Supervisory Experience (Yrs)	Total Experience (Yrs)
Disability Comp Enfc Spclt I	0	0	0
Disability Comp Enfc Spclt II	1/2	0	1/2
Disability Comp Enfc Spclt III	1-1/2	0	1-1/2
Disability Comp Enfc Spclt IV	2-1/2	0	2-1/2
Disability Comp Enfc Spclt V	3-1/2	*	3-1/2
Disability Comp Enfc Spclt VI	3-1/2	1	4-1/2

Specialized Experience: Progressively responsible enforcement work experience which involved investigating, enforcing and promoting compliance with Hawaii State Disability Compensation laws, rules and regulations (Workers' Compensation, Temporary Disability Insurance or Pre-Paid Health Care). Such experience must have demonstrated the ability to collect facts and other pertinent information through examination of documents and interviewing individuals and the ability to prepare reports of investigations and recommendations.

For the class Disability Compensation Enforcement Specialist III, at least one (1) year of the work experience must have involved enforcement of two of the three Disability Compensation laws, rules and regulations. For the classes Disability Compensation Enforcement Specialist IV, V and VI, at least two (2) years of the required work experience must have involved enforcement of at least two of the three Disability Compensation laws, rules and regulations cited above.

In addition, for Disability Compensation Enforcement Specialist IV, at least one (1) year of experience must have involved enforcement work comparable in scope, complexity and difficulty to the next lower level (Disability Compensation Enforcement Specialist III). For the classes Disability Compensation Enforcement Specialist V and VI, at least one (1) year of enforcement experience must have been comparable in scope, complexity and difficulty to the next lower level or two (2) years of experience must have been comparable to the second lower level below the class for which the applicant has applied.

Supervisory Experience: Work involving supervising others performing enforcement work of the nature described under Specialized Experience above except that such enforcement experience need not have been in Disability Compensation laws or programs. Such supervisory experience must have demonstrated the applicant's ability to analyze and evaluate alternate courses of action recommended by subordinates; determine the most appropriate course of action with attention to possible precedents established, interpretations of laws, etc. In addition, the experience must have provided applicants' knowledge of and demonstrated ability to: (1) plan, organize, and direct the work of others; (2) assign and review their work; (3) advise them on difficult problem areas; (4) timing and scheduling their work; (5) train and develop new employees; and (6) discipline them when necessary.

\*For the class Disability Compensation Enforcement Specialist V, 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.

### **Substitution Allowed**

1. Progressively responsible enforcement work experience which involved investigating, enforcing and promoting compliance with laws, rules and regulations affecting or relating to employees or which relate to relationships between employees and employers may be substituted for the Specialized Experience required on the basis of one (1) year of such law enforcement experience for six (6) months of Specialized Experience up to a maximum of six (6) months.

### **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 DISABILITY COMPENSATION ENFORCEMENT SPECIALIST I, II, III, IV, V and VI which were approved on September 30, 1977.

DATE APPROVED:

10/30/15

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10/27/2020 -Corrected typographical error.