

Minimum Qualification Specifications
for the Classes:

UNIVERSITY SECURITY OFFICER I, II and III
(UNIVERSITY SECURITY OFFICER I, II and III)

Registration Requirement

Applicants must be registered as a Guard with the State of Hawaii Board of Private Detectives and Guards, in accordance with Act 208, Session Laws of Hawaii 2010.

Experience Requirements

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

Class Title	Specialized Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
University Security Officer I	1	0	1
University Security Officer II	2	*	2
University Security Officer III	2	1	3

Specialized Experience: Progressively responsible work experience in the enforcement of security laws, rules and regulations pertaining to the protection of personnel and property.

Supervisory Experience: Experience in directing or supervising personnel in security duties. This experience must have included responsibility for scheduling and assigning the work of subordinates; instructing employees in the proper method of performing the work; and keeping records of work activity.

*For the University Security Officer II 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 reserve police training course which led to the issuance of a badge as a Reserve Police Officer may be substituted for one (1) year of the Specialized Experience.
2. Successful completion of a two-year or four-year program in police science from an accredited college or university may be substituted for one (1) year of the Specialized 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/she has the ability to perform the duties of the position for which he/she is being considered.

Certification Required

All applicants must obtain valid First Aid and Cardio Pulmonary Resuscitation (CPR) certificates, or equivalent, within six (6) months from the date of employment.

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 UNIVERSITY SECURITY OFFICER I, II and III, which were approved on April 18, 2012.

DATE APPROVED: 7/1/2013



for BARBARA A. KRIEG, Director
Department of Human Resources Development