

Minimum Qualification Specifications  
for the Class:

CIVIL DEFENSE TRAINING, EDUCATION AND INFORMATION OFFICER  
(CD TRAINING, EDN & INF OFFCR)

**Prerequisite Knowledge and Abilities Required**

Knowledge of: Principles, methods and techniques of training and instruction; methods and techniques in the development of curricula and training aids; learning and motivation process; group communication principles, practices, and techniques; planning, research methods and evaluative techniques; budget preparation and execution; report writing; and principles and practices of supervision.

Ability to: Identify training needs and develop and present training courses and materials; develop means and procedures for collecting, compiling, analyzing and reporting information from varied sources; formulate plans and procedures; solve problems logically and systematically; act decisively in emergencies; read and comprehend a variety of technical material; interpret and apply laws, rules, regulations, and policies and procedures; communicate effectively both orally and in writing; prepare clear and concise reports, correspondence and informational material; analyze, evaluate and draw sound conclusions from available information; formulate budgetary requirements; speak effectively before groups; establish and maintain effective and cooperative working relationships with others; and supervise and evaluate the work of others.

**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 and Training/Education Experience, below, or any other responsible administrative, professional or analytical work experience which 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 in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

**Specialized Experience:** One (1) year of responsible professional work experience which demonstrated independent analyses, evaluation or other substantive determinations with regard to current or projected operating programs and participating in the preparation of budget and expenditure plans. The experience must also have demonstrated a high degree of analytical skill and the ability to identify information needs, collect and analyze data; identify problems and alternative solutions and their advantages and disadvantages; and develop logical recommendations for a course of action, and the ability to read, comprehend and interpret complex material such as statutes and/or Federal regulations; and draft comprehensive reports of findings and conclusions.

**Training/Education Experience:** Two and one-half (2-1/2) years of professional work experience which involved the development and implementation of training and/or education programs. Such experience must have demonstrated knowledge of basic education and training methods and techniques, and the ability to communicate effectively, orally and in writing, including speaking before groups.

**Supervisory Experience:** One (1) year of supervisory work experience 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.

### **Substitutions Allowed**

1. A bachelor's degree in education or a professional diploma in education, from an accredited college or university may be substituted for six (6) months of the Training/Education Experience.
2. A master's degree or successful completion of thirty (30) graduate semester credit hours in education from an accredited college or university, which provided knowledge of education and training methods and techniques may be substituted for one (1) year of the Training/Education Experience.

**License Required**

Applicants must possess a valid license to drive in the State of Hawaii.

**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.

-----

This is an amendment to the minimum qualification specifications for the class CIVIL DEFENSE TRAINING, EDUCATION AND INFORMATION OFFICER, which were approved on June 8, 2012.

DATE APPROVED:

8/19/14

*Barbara A. Krieg*

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