Minimum Qualification Specifications
For the Class:

CIVIL DEFENSE ADMINISTRATIVE OFFICER
(CIVIL DEFENSE ADM OFFICER)

Education Requirement

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 possess four years of progressively responsible professional experience which demonstrates the ability to perform administrative assignments in two or more service functions such as budget justification, fiscal management, personnel administration, and organization and methods analysis.

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.

Substitutions Allowed

A master's degree in business or public administration from an accredited college or university may be substituted for one year of the required experience.

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.

License Required

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

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 ADMINISTRATIVE OFFICER, which were approved on July 27, 1970.

DATE APPROVED: 3/23/2012

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