

Minimum Qualification Specifications
for the Class:

CIVIL DEFENSE PLANS AND OPERATIONS OFFICER
(CIVIL DEF PLANS & OPTNS OFFCR)

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience of the type and quality described under Specialized 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 leading to a bachelor's degree may be substituted for the required 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.

The education or experience background must have demonstrated the ability to write clear and comprehensive materials such as reports and other documents; read and interpret complex written material; perform research analyses; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

Specialized Experience: Four (4) years of progressively responsible experience which demonstrated knowledge of disaster assistance programs and the ability to analyze and evaluate factors associated with the effects of major disasters on civilian population. Such experience must have included the preparation of operational plans designed to provide emergency actions and procedures to be implemented in times of major disasters, and participation in the operations of an emergency operating center.

Supervisory Experience: 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.

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.

License Required

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

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

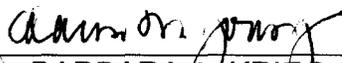
Applicants may be required to qualify on an appropriate examination.

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 PLANS AND OPERATIONS OFFICER which were approved on December 6, 1996.

DATE APPROVED: 6/8/12



BARBARA A. KRIEG, Director
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