

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.841
	STATE OF HAWAII	8.842
.....		8.843
		8.844
	Minimum Qualification Specification	8.845
	for the Classes:	8.846

MOTOR CARRIER SAFETY OFFICER I, II, III, IV, V & VI
(MOTOR CARRIER SAFETY OFFCR I, II, III, IV, V & VI)

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had experience of the kind and quality described below and in the amounts indicated in the following table or any equivalent combination of training and experience:

Class Title	General Exper (Yrs)	Spclzd Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
Motor Carrier Safety Offcr I	1	0	0	1
Motor Carrier Safety Offcr II	1	1	0	2
Motor Carrier Safety Offcr III	1	2	0	3
Motor Carrier Safety Offcr IV	1	3	*	4
Motor Carrier Safety Offcr V	1	4	*	5
Motor Carrier Safety Offcr VI	1	4	1	6

General Experience: Work experience which demonstrated knowledge of arithmetic, including multiplication and division; and the ability to read, understand, and explain rules and regulations; conduct inspections or investigations to check for noncompliance with laws, rules and regulations; follow verbal and written instructions; and prepare clear, concise reports.

Specialized Experience: Work experience which involved the implementation of motor carrier safety laws, rules and regulations. Such work must have included conducting inspections of motor carrier operations to insure that motor carrier safety laws, rules and regulations are complied with; identifying noncompliance and suggesting appropriate measures to take; appraising motor carrier vehicle safety inspection operations for compliance with requirements; and investigating complaints of unsafe driving practices and equipment conditions or investigating motor carrier vehicle accidents. In addition to knowledge and abilities listed in the General Experience section, this work must demonstrate knowledge of motor carrier safety rules and regulations, motor carrier preventive maintenance practices; and the ability to recognize

unsafe motor carrier conditions and activities and noncompliance with motor carrier safety rules and regulations.

For levels II, III and IV, at least one (1) year of the experience must have been comparable in difficulty, depth, and scope to work experience at the next lower level in the State service. For levels V and VI, at least one (1) year of the experience must have been comparable in difficulty, depth, and scope to work experience at the next lower level in the State service; or two (2) years of experience must have been comparable to work experience at the second lower level in the State service.

Supervisory Experience: Work experience which involved scheduling and assigning work to subordinates, reviewing their work, evaluating their performance, and providing advice and guidance and training new employees; and recommending disciplinary measures when necessary.

*For the Motor Carrier Safety Officer IV and V levels, supervisory aptitude rather than actual supervisory experience may be accepted. 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; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitution of Education for Experience:

Possession of a bachelor's degree from an accredited university or college may be substituted for the General Experience requirement.

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:

1. Levels I – IV
 - a. Applicants must possess a valid license to drive in the State of Hawaii; and

- b. Applicants must possess a valid State's Measuremaster License or be able to obtain such license within the 6-month probationary period.
2. Levels II – IV - Certification by the US Department of Transportation to conduct Driver and Vehicle Inspections with three specialized certifications in Hazardous Materials Inspection, Cargo Tank/Bulk Packaging Inspection, and Motorcoach/Bus or Passenger Vehicle Inspection.

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:

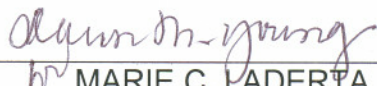
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specification for MOTOR CARRIER SAFETY OFFICER (MOTOR CARRIER SAFETY OFFICER) I, II, III, IV, V & VI which was approved on July 28, 2003.

DATE APPROVED: 7/25/08



for MARIE C. LADERTA
Director of Human Resources Development