

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.866
	STATE OF HAWAII	8.867
		8.868
		8.869
	Minimum Qualification Specifications for	8.870
		8.871

SAFETY MANAGEMENT SPECIALIST I
SAFETY MANAGEMENT SPECIALIST II
SAFETY MANAGEMENT SPECIALIST III
SAFETY MANAGEMENT SPECIALIST IV
SAFETY MANAGEMENT SPECIALIST V
SAFETY MANAGEMENT SPECIALIST VI

Basic Education Requirements

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.

Experience Requirements

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

Class Title	Specialized Experience (Yrs)	Supervisory Experience (Yrs)	Total Experience (Yrs)
Safety Management Specialist I	0	0	0
Safety Management Specialist II	1/2	0	1/2
Safety Management Specialist III	1-1/2	*	1-1/2
Safety Management Specialist IV	2-1/2	*	2-1/2
Safety Management Specialist V	3-1/2	1	4-1/2
Safety Management Specialist VI	4-1/2	1	5-1/2

Specialized Experience: Progressively responsible professional work experience in a safety or risk management program with responsibility for developing policies and procedures; conducting inspections and evaluations of facilities and operations for compliance; recommending and implementing corrective actions; and developing training curriculum and conducting training of personnel. Such work experience may have been performed in a line, staff or management capacity, and must have demonstrated strong technical knowledge of FAA directives, laws, rules and regulations relating to airport certification and safety.

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.

*Supervisory Aptitude: For some positions in the classes, 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.

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.

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 they have the ability to perform the duties of the position for which they are 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 eligible persons 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 physically able to perform the essential duties of the position, effectively and safely, with or without reasonable accommodation.

This is the first minimum qualification specifications for the classes SAFETY MANAGEMENT SPECIALIST I, II, III, IV, V, VI.

Effective: December 1, 2020

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