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Minimum Qualification Specifications
for the Classes:

HAWAII CRIMINAL JUSTICE DATA CENTER ASSISTANT ADMINISTRATOR
(HCJDC ASSISTANT ADMINISTRATOR)

HAWAII CRIMINAL JUSTICE DATA CENTER ADMINISTRATOR
(HCJDC ADMINISTRATOR)

Basic Education/Experience Requirements:

Graduation with a bachelor's degree from an accredited four (4) year college or university. Excess work experience as described below in the experience section or any other progressively responsible administrative, professional or other analytical work experience which would provide knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum may be substituted for education on a year-for-year basis.

The education or experience background must also demonstrate the ability to write clearly and comprehensively such materials as reports and analyses; read and interpret complex written materials and solve complex problems logically and systematically.

Experience Requirement:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind, quality and in the amounts shown below:

Class Title	General Exp Yrs	Spclzd Exp Yrs	Supvry Exp Yrs	Adm Exp Yrs	Total Exp Yrs
HCJDC Asst Admr	2	3	1	*	6
HCJDC Admr	2	3	1	1	7

General Experience: Progressively responsible professional work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem-solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Specialized Experience: Progressively responsible professional work experience which provided the applicant with

knowledge of the various components of the criminal justice system and an understanding of their functions and interrelationships. Such experience must also have demonstrated the ability to deal effectively with representatives of other criminal justice agencies.

Examples of Qualifying Specialized Experience: Work experience as a research statistician, data processing systems analyst, criminal justice program specialist, criminal justice planner, manager or administrator or other professional work experience which provided the applicant with the knowledge and abilities specified above.

Examples of Non-Qualifying Specialized Experience:

Experience in such positions as the following will not be accepted as qualifying Specialized Experience:

1. Legal stenographer or other clerical work, although it may have been in a criminal justice setting.

2. Work which involved the custodial and/or rehabilitative care of offenders (e.g., Adult Corrections Officers) or law enforcement (e.g., police officers).

3. Social workers or institution recreation therapists, whose primary responsibility was to provide direct counseling/rehabilitative services to inmates.

4. Corrections supervisors or corrections managers, whose primary responsibility was to supervise or manage the operations, program control/support services or operation and maintenance of a correctional facility or unit thereof.

Criminal Justice System Information Experience: At least one (1) year of the Specialized Experience described above must have involved the analysis and evaluation of data reporting and retrieval services provided to criminal justice agency/agencies. Such experience must have included the identification of current and future criminal justice information system needs and problem areas; and the conduct of research in the field of criminal justice to improve the effectiveness and efficiency of the criminal justice information system.

Supervisory Experience: Supervisory experience which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on

difficult and complex problem areas; (4) timing and scheduling their work; (5) training and developing subordinates and (6) evaluating their work performance and disciplining them when necessary.

Administrative Experience: Administrative experience which involved active participation in and major responsibility for the development, management, execution and coordination of policies, activities and programs. Such experience must have provided applicants knowledge of and demonstrated ability to plan, organize, coordinate and direct the work of others; evaluate and resolve difficult management problems; plan broad program goals and objectives; develop and implement methods of evaluating program effectiveness; prepare and execute budgets including manpower, materials and equipment; develop and execute policies, rules, regulations and procedures; work effectively with others in coordinating program goals; and participate in legislative presentations and committee hearings.

*For the class HCJDC Assistant Administrator, Administrative aptitude, rather than actual administrative experience may be accepted. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program providing staff advice and assistance); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; by the completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; and success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

1. Successful completion of 30 semester credits in graduate level coursework from an accredited college or university may be substituted for one (1) year of General Experience.

2. Satisfactory completion of training at an accredited college or community college which included satisfactory completion of coursework in agencies of the criminal justice system and their interrelationships may be substituted for one (1) year of Specialized Experience

required. Examples of qualifying experience include (but are not limited to): a bachelor's degree in criminal justice or an associate of science degree in legal assistance. Completion of curricula in legal stenographer, court reporting or legal secretarial work are not acceptable for substitution unless it can be demonstrated by the applicant that the curriculum included study of the criminal justice system and its components. Completion of coursework which may be required in these curricula in business law or law for the layman are not considered to meet this requirement.

3. Excess Specialized, Supervisory, or Administrative Experience may be substituted for the General Experience on a year-for-year basis.

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. In such positions, 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 physically able to perform, efficiently and

effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specifications for the classes HAWAII CRIMINAL JUSTICE DATA CENTER ASSISTANT ADMINISTRATOR (HCJDC ASSISTANT ADMINISTRATOR) and HAWAII CRIMINAL JUSTICE DATA CENTER ADMINISTRATOR (HCJDC ADMINISTRATOR) which were approved on November 7, 1986.

DATE APPROVED: 12/16/92

/s/Ann K. Kon
for SHARON Y. MIYASHIRO
Director of Personnel Services