

Minimum Qualification Specifications
for the Class:

ASSISTANT RETIREMENT SYSTEM ADMINISTRATOR
(ASSISTANT RETIREMENT SYS ADMR)

Prerequisite Knowledges and Abilities Required:

Knowledge of: Principles and practices of financial management; generally accepted principles, practices and standards of accounting and/or auditing, including the preparation and analysis of financial statements and exhibits; budget and expenditure planning and execution; investments (e.g., common stocks, corporate and government bonds, and real estate) and investment and financing strategies; principles and practices of supervision; and report writing.

Ability to: Assist the Retirement System Administrator in formulating, developing, planning, implementing and evaluating goals, objectives, programs, policies and procedures; perform management support functions including financial planning and budget preparation; plan, organize, supervise, direct and coordinate the day-to-day operations of the Employees' Retirement System (ERS), particularly, the accounting of ERS funds (including investments) and ensuring adequate funding of the ERS; apply laws, rules and regulations relating to the accounting and control of State ERS funds; conduct research, fact-finding and analysis and make recommendations on investment and financing proposals/considerations (e.g., real estate); direct the preparation of comprehensive reports, analyze and make recommendations regarding the financial affairs of the ERS; maintain effective working relationships and communicate effectively with representatives from State, county, and federal agencies, investment management and actuarial firms, and financial institutions; review and/or draft legislative proposals, testimonies, administrative rules and procedures; and supervise and direct the work of others.

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree and specialization in accounting, finance, or a related field with at least 12 semester credit hours in accounting and/or auditing subjects. Excess work experience as described under the Experience Requirements 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 while completing a college or university

curriculum leading to a baccalaureate degree with specialization in accounting, finance or a related field may be substituted on a year-for-year basis, providing the applicant can show that he/she has successfully completed 12 semester credit hours in accounting and/or auditing subjects. 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:

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind and quality described in the paragraphs below.

General Experience: Four and one-half (4-1/2) years of progressively responsible professional work experience in a fiscal program which required extensive knowledge of generally accepted accounting and/or auditing principles, practices and standards; demonstrated the ability to prepare and analyze financial statements and exhibits; and involved participation in budget and expenditure planning and execution. At least two (2) years of this experience must have been comparable to the class Accountant IV or higher in the State service.

Specialized Experience: One (1) year of experience which demonstrated knowledge of investments and investment and financing strategies. Such experience must demonstrate the ability to effectively analyze, evaluate and discuss investment and financing vehicles and strategies with investment firm representatives and top-level management personnel, and to make sound recommendations and decisions on investment and financing alternatives and strategies.

Supervisory Experience: One (1) year of experience which involved: 1) planning, organizing, scheduling and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult and complex problem areas; 4) training and developing subordinates; and 5) evaluating their work performance and disciplining them when necessary.

Administrative Aptitude: Applicants must possess administrative aptitude. 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, including policy and budgetary considerations, providing staff advice and assistance in such matters); 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; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; and success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

Substitution of Education and Experience:

1. Possession of a bachelor's degree from an accredited college or university with a minimum of 24 semester credit hours in accounting and/or auditing subjects may be substituted for one-half (1/2) year of the General Experience.
2. Possession of a master's degree in accounting or a master's degree with equivalent accounting course work from an accredited college or university may be substituted for one and one-half (1-1/2) years of the General Experience.
3. Applicants who possess a valid Hawaii Certified Public Accountant (CPA) Certificate or equivalent will be deemed to have met the Basic Education Requirement and one and one-half (1-1/2) years of the General Experience Requirement, but not the General Experience that must have been comparable to the class Accountant IV or higher in the State service.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof 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.

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. Disabilities 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 the first minimum qualification specification for the new class, ASSISTANT RETIREMENT SYSTEM ADMINISTRATOR (ASSISTANT RETIREMENT SYS ADMR).

DATE APPROVED:

7/24/06



JAMES H. TAKUSHI

Director of Human Resources Development

