

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.153
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Minimum Qualification Specifications
for the Classes:

PLANNING PROGRAM MANAGER

PLANNING PROGRAM ADMINISTRATOR I
(PLANNING PROGRAM ADMR I)

PLANNING PROGRAM ADMINISTRATOR II
(PLANNING PROGRAM ADMR II)

Basic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under Experience Requirements 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.

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:

Applicants must possess experience of the kind and quality described below, or any equivalent combination of training and experience.

Class Title	Specialized Experience (Years)	Supervisory Experience (Years)	Administrative Experience (Years)	Total (Years)
Planning Program Manager	4-1/2	1	*	5-1/2
Planning Program Admr I	4-1/2	1	1	6-1/2
Planning Program Admr II	4-1/2	1	2	7-1/2

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Specialized Experience: Progressively responsible professional planning experience which included the collection and evaluation of an extensive variety of physical, social, economic and environmental data, determination of public opinion and general community objectives and policies to obtain a comprehensive prospective of conditions, and identify problems and opportunities in the area(s) of concern. The experience must also show actual involvement in and responsibility for (1) the integration of such information including: the consideration of relationships among resources, facilities, services, needs and values for the development of policy options, alternatives for action, programs and priorities to meet goals and objectives for a given geographic area of concern; (2) advising and assisting agencies and administrators on planning concepts and methods, providing technical information and analyses for the formation of plans and programming of plans; and (3) formulation and presentation of plans, and policy recommendations including alternatives and consequences of alternative actions to decision makers and at public hearings.

Such experience should demonstrate possession of the knowledge and general research sources and sources of environmental socioeconomic information, practices of public planning, and the ability to analyze facts and develop sound conclusions therefrom.

For all levels, at least one (1) year of the experience must have been comparable to the fully independent Planner V level in the State.

Supervisory Experience: Professional planning experience which included: (1) planning and directing the work of others (including professional planners); (2) assigning and reviewing their work; (3) advising them on difficult problem or potential problem areas; (4) training and developing subordinates; and (5) evaluating their work performance.

Administrative Experience: Experience in the field of planning which involved active participation in and major responsibility for the development, management, evaluation, execution and coordination of planning policies, activities and programs.

*For the Planning Program Manager, 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 involve administrative problems (e.g., in planning, organizing, promoting, and directing a program, including budgetary considerations; providing staff advice and assistance in such matters); interest in

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administration 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 areas 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; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

1. In addition to meeting the minimum education requirement, applicants with a bachelor's degree in urban and regional planning from an accredited college or university shall be given credit for six (6) months of Specialized Experience.
2. A master's degree in architecture, civil engineering, ecology, sociology, economics, business or public administration, or a related field with emphasis in the application of research and analytical methods and techniques from an accredited college or university may be substituted for one and one-half (1-1/2) years of the required Specialized Experience.
3. A master's degree in urban and regional planning or a closely related planning major from an accredited college or university may be substituted for two and one-half (2-1/2) years of the required Specialized Experience.
4. Successful completion of the certificate in planning studies in the Urban and Regional Planning program at the University of Hawaii supplemented by the master's degree curricula of participating academic departments and professional schools such as: Architecture (in urban and regional design), Economics, Geography, Political Science, Sociology, Public Health (in comprehensive health planning), Engineering, etc., may be substituted for two and one-half (2-1/2) years of the required Specialized Experience.
5. A Ph.D. degree in urban and regional planning or a closely related planning major from an accredited college or university may be substituted for three and one-half (3-1/2) years of the required Specialized Experience.
6. Excess Supervisory and/or Administrative Experience of the type and quality described above may be substituted for the Specialized Experience on a year-for-year basis.

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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.

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:

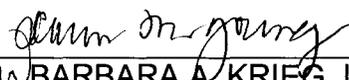
Applicants may be required to qualify on an appropriate examination.

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 the classes PLANNING PROGRAM MANAGER and PLANNING PROGRAM ADMINISTRATOR I and II (PLANNING PROGRAM ADMR I and II), that was approved on August 30, 1982.

DATE APPROVED: OCT 12 2011



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