

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.324
	STATE OF HAWAII	17.325
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Minimum Qualification Specifications
for the Classes:

- HARBORS DISTRICT MANAGER I
- HARBORS DISTRICT MANAGER II
- HARBORS DISTRICT MANAGER III

Basic Education/Experience Requirement:

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 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 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:

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

Class Title	General Experience (years)	Administrative Experience (years)	Total (years)
Harbors District Manager I	3	1	4
Harbors District Manager II	4	1	5
Harbors District Manager III	4	2	6

General Experience: Progressively responsible professional, administrative, or maritime work experience, which demonstrated the ability to deal effectively with fellow workers, business contacts and/or the general public, to recognize, analyze and resolve management and operational problems and to accept responsibility.

Administrative Experience: Administrative work experience involving maritime affairs. This experience must have included active participation in and major responsibility for the development, management, execution and coordination of the following types of activities: 1) policy determination; 2) budget preparation and execution; and 3) planning, developing and directing various maritime operations and/or facilities.

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 HARBORS DISTRICT MANAGER I, II & III, approved on September 3, 1982

DATE APPROVED: 4/16/10



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