

PART II	DEPARTMENT OF PERSONNEL SERVICES STATE OF HAWAII	17.473*
		17.474*
.....		17.468

Minimum Qualification Specifications  
for the Classes:

CORRECTIONS MANAGER I, II

\*(Note: Effective 12/1/05, Corrections Manager I, 17.473, and Corrections Manager II, 17.474, have been retitled with a change in code to Corrections Manager III, 17.466 and Corrections Manager IV, 17.467.)

CORRECTIONS PROGRAM ADMINISTRATOR  
(CORRECTIONS PROGRAM ADMR)

Basic Education/Experience Requirements:

Graduation from an accredited university or college with either a major or a sufficient number of credit hours in appropriate subjects which would satisfy academic requirements for a major in sociology, psychology, criminology, penology or other related behavioral science. Excess work experience as described below in the experience section or any other progressively responsible managerial or professional work experience which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college curriculum in one of the previously cited majors may be substituted for education 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 substitutable experience background in sociology, criminology, penology, psychology or other related behavioral science must have included but is not limited to a basic theoretical knowledge of the general principles dealing with human behavior; counseling; behavior modification; current state of practice in community rehabilitation concepts and programs; and institutional treatment.

In addition, for all of the different areas described above, the education or experience background must also include demonstrated, ability to write reports, read and interpret complex written material, speak effectively and persuasively, interact with others to establish effective working relationships, 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 below and in the amounts shown in the following table:

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Class Title	General Exper (years)	Specialized Exper (years)	Administrative Exper (years)	Total Exper. (years)
Corrections Manager I	2	2	*	4
Corrections Manager II	2	2	1	5
Corrections Program Asst Admr	2	2	2	6
Corrections Program Admr	2	2	3	7

General Experience: Responsible professional experience which required the application of knowledge of the behavioral and social sciences as they relate to redirecting or rehabilitating persons with behavioral social problems.

Specialized Experience: Responsible professional experience in a criminal justice or related social service program having as a major function providing services to law offenders in several areas of life activities such as interpersonal relationships, employment, education, etc. Such experience must have demonstrated the applicant's knowledge of the philosophy, principles, concepts and practices relating to criminal justice or allied offender rehabilitation programs.

- A. Social Service Experience: Progressively responsible counseling or other professional experience in providing rehabilitative services to law offenders within criminal justice or closely allied agencies or organizations (i.e., police, courts, corrections, parole, residential treatment programs, community restitution, etc.). This work must have included the performance of full professional counseling or other rehabilitative services such as education, employment, drug treatment, etc. In the course of acquiring this work experience, the applicant must have demonstrated the ability to participate in or successfully assume the responsibility for defining and establishing, within broad policy guidelines, specific goals and individually oriented rehabilitation programs; carrying out individual rehabilitation programs whereby the defined goals can be attained; appreciating his role as well as that of other staff in terms of their responsibilities and the responsibilities of other levels of the management process in relationship to those of affiliated judicial, municipal or private rehabilitation agencies and programs; and gauging his relationship accordingly, taking into account the variety of relationships, motivations and goals of the members of the organization involved in order to maintain effective working relations.

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- B. Staff Specialist Experience: Work in a criminal justice or related social service system having as a major function providing services to law offenders in several areas of life activities such as interpersonal relationships, employment, education, etc., which included the development and/or modification of rehabilitation programs and/or work which included program development and evaluation and the development of new and revised procedures. Such work experience must indicate a high quality of the applicant's exposure to administrative processes associated with program planning, organization, staffing, coordination, evaluation, reporting and budgeting.

Administrative Experience: Responsible work experience involving administering an organization or organizational segment which required participation in functions such as program planning, evaluating, organizing, directing, coordinating, budgeting, staffing, reporting and personnel management.

\*Administrative Aptitude: For the class Corrections Manager I, administrative aptitude rather than administrative experience may be accepted. Administrative aptitude is the demonstration of aptitude or potential for the performance of administrative duties through successful completion of regular or special assignments which involved administrative activities (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 an awareness of managerial problems and the ability to solve them; 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; or success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

- 1) Possession of a master's degree or successful completion of 30 graduate semester credits from an accredited university with specialization in sociology, psychology, criminology, penology or other related behavioral science may be substituted for the basic education/experience requirements and two years of general experience.
- 2) Successful completion of all requirements for the Ph.D. degree from an accredited university with specialization in one of the fields described in (1) above may be substituted for the basic education/experience

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requirements and two years of the general experience requirements and one year of the specialized experience.

Substitution of Specialized Experience for General Experience: Excess specialized experience of the type and quality described above may be substituted for general experience on a year-for-year basis.

Any combination of work experience and/or education, although not cited in the preceding sections, which clearly demonstrates the applicant's possession of knowledge, skills and abilities comparable in quality and quantity to that described in this specification may be accepted as satisfying a portion or all of the minimum qualification requirements.

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 has the ability to perform the duties of the position for which he is being considered.

For the class Corrections Manager II, at least one year of the experience must have been comparable in difficulty, depth and scope to work of the class Corrections Manager I in the State service.

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 must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

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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.

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This is an amendment to the minimum qualification specifications for the classes Corrections Administrator II, III, IV & V approved on June 9, 1982 due to incorporation of managerial levels in EMCP and a change in titles to Corrections Manager I & II, Corrections Program Assistant Administrator and Corrections Program Administrator effective October 1, 1982.

DATE APPROVED: 9/20/82

/s/ Clement L. Kamalu  
for DONALD BOTELHO  
Director of Personnel Services

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