

Minimum Qualification Specification
for the Class:

NURSING SERVICE MANAGER III

Basic Education/Experience Requirements:

Applicants must meet one of the requirements specified below:

1. Graduation with a bachelor's degree from an accredited college or university school of nursing which included in its curriculum course work that provided public health nursing principles and practices.
2. Graduation from an accredited school of nursing supplemented by completion of an accredited university curriculum which included course work that provided public health nursing principles and practices for which a certificate was awarded.
3. Graduation from an accredited school of nursing plus two (2) years of professional public health nursing work experience.

Experience Requirement:

Applicants must have progressively responsible work experience of the kind and quality described in the paragraphs below, or any equivalent combination of training and experience.

Specialized Experience: Three and one-half (3-1/2) years of professional public health nursing experience of which one year must have been comparable to the journey level public health nurse, Registered Nurse IV, in the State service. Public health nursing work includes case finding and follow through, health guidance and teaching and liaison with community health and related services, provision of direct and/or indirect nursing care oriented toward maintaining health and preventing illness, as well as toward treatment and cure.

Supervisory Experience: Two (2) years of work experience which involved supervising public health nurses and included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary.

Managerial Aptitude: Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of 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; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

A master's degree from an accredited college or university school of nursing may be substituted for one year of Specialized Experience, but not for the experience comparable to the class Registered Nurse IV in the State service.

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:

License to practice as a registered nurse in the State of Hawaii.

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 that 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:

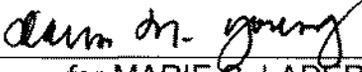
Applicants may be required to qualify on an appropriate examination.

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 NURSING SERVICE MANAGER III approved on May 1, 1984.

DATE APPROVED: March 28, 2008



for MARIE C. LADERTA
Director of Human Resources Development