

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.735
	STATE OF HAWAII	17.736
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Minimum Qualification Specifications
for the Classes:

VETERINARY PROGRAM MANAGER I AND II (DVM)
[VETERINARY PRGM MGR I AND II (DVM)]

VETERINARY PROGRAM ADMINISTRATOR (DVM)
[VETERINARY PGRM ADMR (DVM)]

License Requirement

Applicants must possess a valid license to practice veterinary medicine in the State of Hawaii.

For the classes Veterinary Program Manager I and II, a valid temporary permit to practice veterinary medicine in the State of Hawaii may be accepted, provided that a permanent license is obtained within the six month probationary period.

Experience Requirements

Applicants must possess experience of the kind and quality described below, and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	Veterinary Experience (Years)	Administrative Experience) (Years)	Total Experience (Years)
Veterinary Program Manager I (DVM)	4	*	4
Veterinary Program Manager II (DVM)	5	*	5
Veterinary Program Administrator (DVM)	5	1	6

Veterinary Experience: Responsible professional veterinary medicine experience. Examples of qualifying professional veterinary experience are as follows:

1. Detection, eradication and control of animal diseases through diagnosis, treatment, quarantine and established testing protocol.

2. Inspection of meat and meat products intended for human consumption. Also includes evaluation of disease problems and sanitation.
3. Study of the preventive control of animal diseases transmissible from animal to humans.
4. Postgraduate research work that has demonstrated the ability to perform independent research in the field of veterinary medicine.
5. Veterinary quarantine work concerning rabies control.

Administrative Experience: Experience in planning, coordinating, organizing and managing a veterinary medical program.

*For the Veterinary Program Manager I and II levels, 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; and/or providing staff advice and assistance in such matters); interest in 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 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; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed

1. A master's degree in a pertinent veterinary field from an accredited four (4) year college or university may be substituted for one (1) year of the Veterinary Experience Requirement.
2. A Ph.D. degree in a pertinent veterinary field from an accredited four (4) year college or university may be substituted for two (2) years of the Veterinary Experience Requirement.

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 functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes VETERINARY PROGRAM MANAGER I AND II (DVM) [VETERINARY PRGM MGR I AND II (DVM)] and VETERINARY PROGRAM ADMINISTRATOR (DVM) [VETERINARY PGRM ADMR (DVM)], which were approved on April 23, 1999.

Date Approved: 12/5/14

James K. Nishimoto
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Department of Human Resources Development