

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.727
	STATE OF HAWAII	8.728
		8.729
	Minimum Qualification Specifications	8.730
	for the Classes:	8.731
		8.732
	<u>EMERGENCY MANAGEMENT SPECIALIST I, II, III, IV, V, VI & VII</u>	8.733
	(EMRGNCY MGMT SPCLT I, II, III, IV, V, VI, & VII)	

Basic Education Requirement:

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 analytic 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	Supervisory Experience	Administrative Experience	Total Years
EMS I	0	0	0	0
EMS II	1/2	0	0	1/2
EMS III	1-1/2	0	0	1-1/2
EMS IV	2-1/2	0	0	2-1/2
EMS V	3-1/2	*	0	3-1/2
EMS VI	4-1/2	*	0	4-1/2
EMS VII	4-1/2	1	**	5-1/2

Specialized Experience: Progressively responsible professional emergency management experience in emergency management mitigation, preparedness, response and recovery which included the preparation, advisement or performing activities pertaining to: (1) the planning, training and exercise for operations of emergency management; (2) the emergency responses, disaster recovery and mitigation requirements; (3) the emergency warning and siren systems, telecommunications and logistics requirements; (4) the implementation and maintenance of specific and interrelated portions of the State's emergency management

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plans in accordance with counties, state and federal laws and policies; (5) the establishment and coordination of community agencies, public and private entities, and other organizations in emergency preparation, warning, sheltering and assistance services; (6) administrative actions including budget, grants management, financial services and human resources responsibilities; (7) and other related emergency management professional requirements and tasks.

For the Emergency Management Specialist V and higher levels, the experience must show, in addition to the aforementioned experience, actual involvement in and responsibility for (1) independently providing proficiency and competence in performing assigned tasks; (2) advising, facilitating, coordinating and assisting agencies and administrators to mitigate, prepare for, respond to and recover from disasters; (3) development, delivery and/or evaluation of emergency management plans, training, exercise and operations to improve readiness and response to minimize loss of life, property damage and environmental impacts.

Such experience should demonstrate possession of the knowledge of fundamental principles and practices of emergency management, problem-solving skills to respond in stressful situations with quick and sound decisions, flexibility and adaptability to adjust to changing situations, and critical thinking skills to anticipate hazards and deal effectively with crisis situations.

For the Emergency Management Specialist VI and VII levels, at least one (1) year of the experience must have been comparable to the fully independent Emergency Management Specialist V level in the State.

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

*For the Emergency Management Specialist V and VI levels, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Administrative Experience: Experience in the field of emergency management functions which involved active participation in and major responsibility for the

development, management, evaluation, execution and coordination of emergency management planning, policies, activities, operations, and programs.

**For the Emergency Management Specialist VII level, 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, coordinating and directing a program, including budgetary considerations; 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. In addition to meeting the minimum educational requirement, applicants with a bachelor's degree in emergency management, homeland security, civil engineering, geology, geography, climatology, ecology, environmental science, public administration or other related field with emphasis in the emergency management functions, methods, operations, and techniques from an accredited college or university shall be given credit for six (6) months of Specialized Experience.
2. A master's degree in emergency management, homeland security, civil engineering, geology, geography, climatology, ecology, environmental science, public administration or other related field with emphasis in the emergency management functions, methods, operations and techniques from an accredited college or university is qualifying for all the experience requirements for the Emergency Management Specialist III level or may be substituted for one and one-half (1-1/2) years of the required Specialized Experience.
3. A Ph.D. degree in emergency management, homeland security, civil engineering, geology, geography, climatology, ecology, environmental science, public administration or other related field with emphasis in the emergency management functions, methods, operations and techniques from an accredited college or university is qualifying for all the experience requirements for the Emergency Management Specialist V level or may be substituted for three and one-half (3-1/2) years of the required Specialized Experience.

4. Certification as a Certified Emergency Manager (CEM) from the International Association of Emergency Management or equivalent may be substituted for the Specialized Experience up to a maximum of 4 and one-half (4-1/2) years.

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 eligible who possess the pertinent experience and/or training required to perform the duties of the position.

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 the first minimum qualification specification for the classes EMERGENCY MANAGEMENT SPECIALIST I, II, III, IV, V, VI, & VII.

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for RYKER WADA, Director
Department of Human Resources Development