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Minimum Qualification Specifications
for the Classes:

BOATING AND OCEAN RECREATION MANAGER I & II
(BOATING AND OCEAN RECR MGR I & II)

Prerequisite Knowledge and Abilities Required

Knowledge of: Federal and State laws, rules and regulations pertaining to boating and ocean recreation activities; standards and criteria for the safe operation of seagoing vessels and harbor facilities; recreational boat harbor operations and facility requirements, and the services they provide; and principles and practices of operations management.

Ability to: Manage a district-wide boating and ocean recreation program; plan, supervise and coordinate the work of others; identify problems, gather and analyze facts, draw sound conclusions and make appropriate recommendations; establish and maintain effective working relationships with the boating public, ocean recreation users, special interest groups, members of the legislature and city council, other government agencies, and those with interest in boating and ocean recreation activities; prepare clear and concise reports; speak effectively to individuals and groups; and operate a motor vehicle.

Basic Education/Experience Requirements

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 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 have had progressively responsible experience of the quality and quantity described below, or any equivalent combination of training and experience:

Class Title	Spclzd Exp (Yrs)	Op Mgmt Exp (Yrs)	Total Exp (Yrs)
BOATING AND OCEAN RECR MGR I	2-1/2	1	3-1/2
BOATING AND OCEAN RECR MGR II	2-1/2	2	4-1/2

Specialized Experience: Progressively responsible professional work which involved marine or boating related activities involving the safe use of navigable streams, beaches, coastal areas, and ocean waters; evaluating, operating and maintaining programs and activities to ensure the safe operation of marine vessels in and around harbors; developing plans to meet needs of both the boating and general public; and monitoring compliance with applicable rules, regulations and procedures.

Operations Management Experience: Professional experience that provided a thorough knowledge of the applicable laws, rules and regulations pertaining to program activities, including identifying program goals and objectives and evaluating their attainment; identifying resource needs (manpower, material, equipment, etc.); planning, organizing, and coordinating program activities to attain program objectives within time, resource, and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.

Such experience involved overseeing the provision of services to meet the expectations and needs of customers and clients; monitoring and analyzing current operations for efficient and effective utilization of resources and maintenance of facilities; developing strategies for improvement; and researching new technologies and methods to recommend and implement changes as necessary.

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 RECREATIONAL HARBOR MANAGER I & II, approved on October 1, 2015; and a change in class title to BOATING AND OCEAN RECREATION MANAGER I & II (BOATING AND OCEAN RECR MGR I & II).

Date Approved: 12-1-17



for JAMES K. NISHIMOTO, Director
Department of Human Resources Development