

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.367
	STATE OF HAWAII	3.368
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		3.370

Minimum Qualification Specifications
for the Classes:

ELIGIBILITY PROGRAM SPECIALIST III, IV, V, & VI

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree in Social Work, Education, Recreation, Human Services, Human Development, or a branch of science that deals with the institutions and functioning of human society or with the interpersonal relationships of individuals as members of society such as Psychology or Sociology.

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 in the above majors 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 kind and quality described in the following paragraphs and in the amounts shown in the table below, or any equivalent combination of training and experience:

Class Title	General Experience (Years)	Specialized Experience (Years)	Supervisory Aptitude (Years)	Adm Aptitude (Years)	Total Experience (Years)
Eligibility Prgm Spclt III	1-1/2	0	0	0	1-1/2
Eligibility Prgm Spclt IV	1-1/2	1	0	0	2-1/2
Eligibility Prgm Spclt V	1-1/2	2	*	**	3-1/2
Eligibility Prgm Spclt VI	1-1/2	3	*	**	4-1/2

General Experience: Progressively responsible work experience which involved analyzing, interpreting or evaluating technical material; solving technical, managerial or

administrative problems through the application of problem solving methods and techniques such as identifying the problem and pertinent causal factors, developing and evaluating alternative solutions, and recommending/implementing an appropriate course of action; and writing narrative reports in a clear and concise manner.

Specialized Experience: Progressively responsible professional work experience which demonstrated knowledge and application of laws, rules and regulations relative to income maintenance. Such experience must have provided the applicant with knowledge of the principles and concepts of social welfare and government entitlement programs, governmental processes, and basic management principles as they relate to effective work organization and staff utilization.

*Supervisory Aptitude: Applicants for the Eligibility Program Specialist V and VI levels must possess supervisory aptitude. 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 of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

**Administrative Aptitude: Applicants for the Eligibility Program Specialist V and VI levels 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. Successful completion of all academic requirements for a Master's Degree from an accredited college or university may be substituted for one (1) year of General Experience.

2. Excess Specialized Experience may be substituted for the General Experience required on a month-for-month basis.

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 ELIGIBILITY PROGRAM SPECIALIST III, IV, V & VI, which were approved on September 29, 1981.

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