

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.852
	STATE OF HAWAII	3.853
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	Minimum Qualification Specifications for the Classes:	3.856

TEMPORARY DISABILITY INSURANCE/HEALTH CARE SPECIALIST I, II, III, IV & V
(TDI/HEALTH CARE SPCLT I, II, III, IV & V)

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 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 professional experience of the quality and quantity described in the following, or any equivalent combination of training and experience.

Class Title	General Experience (Years)	Specialized Experience (Years)	Supervisory Aptitude	Total Experience (Years)
TDI/Health Care Spclt I	0	0	N/A	0
TDI/Health Care Spclt II	1/2	0	N/A	1/2
TDI/Health Care Spclt III	1/2	1	N/A	1 1/2
TDI/Health Care Spclt IV	1/2	2	N/A	2 1/2
TDI/Health Care Spclt V	1/2	3	*	3 1/2

General Experience: Progressively responsible professional or other analytical work which involved fact-finding, analysis and evaluation to determine eligibility and/or compensability; the interpretation and application of relevant laws, rules and regulations; and dealing effectively with individuals to elicit information orally and in writing.

Specialized Experience: Knowledge and application of the Temporary Disability Insurance and/or Pre-paid Health Care laws, rules and regulations, which involved analyzing, explaining, applying and interpreting those laws, rules and regulations, and pertinent rulings, precedents, and related criteria.

Examples of acceptable specialized work experience include but are not limited to:

- Examining and approving or disapproving claims for government-mandated benefits and developing or reviewing employers' plans which may include self-developed plans and/or collective bargaining agreements providing such benefits; and/or
- Reviewing or developing health care plans concerned with ensuring their conformance with statutory requirements, as a regular work assignment; and/or the enforcement of both state and/or federal regulatory laws.
- Reviewing complex documentation for accuracy and completeness and which demonstrates the ability to understand and apply state and/or federal regulatory laws.

*Supervisory Aptitude: Applicants 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.

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 TEMPORARY DISABILITY INSURANCE/HEALTH CARE SPECIALIST I, II, III, IV, and V, which were approved on June 2, 2015.

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Ryker J. Wada

RYKER WADA, Director
Department of Human Resources Development