

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.241
	STATE OF HAWAII	8.242
.....		8.243
		8.244
	Minimum Qualification Specifications	8.246
	for the Classes:	8.247

INVESTIGATOR I, II, III, IV, V, and VI

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

Class Title	Specialized Experience (years)	Supervisory Aptitude (years)	Administrative Aptitude (years)	Total Experience (years)
Investigator I	0	0	0	0
Investigator II	1/2	0	0	1/2
Investigator III	1-1/2	0	0	1-1/2
Investigator IV	2-1/2	*	0	2-1/2
Investigator V	3-1/2	*	0	3-1/2
Investigator VI	4-1/2	*	**	4-1/2

Specialized Experience: Progressively responsible professional investigative experience which demonstrated: (1) initiative, ingenuity, resourcefulness, and judgment required to collect, assemble, and develop facts and other pertinent data; (2) ability to think logically and objectively, to analyze and evaluate facts, evidence and related information, and arrive at sound conclusions; (3) skill in preparing written and oral reports and presenting investigative findings in a clear and concise manner; and (4) tact, discretion, and capacity for obtaining the cooperation and confidence of others. The following are examples of qualifying experience:

1. Investigative experience as a member of a military intelligence or criminal investigative component in any of the branches of the armed forces or in any of the public service, in which the principal duties consisted of the supervision of or the independent conduct of investigations of security, intelligence, or criminal cases, the preparation of comprehensive documented reports, and responsibility for testifying in court;
2. Investigation of complex casualty or insurance claims which included a substantial number of cases involving suspected crimes or alleged fraud;
3. Investigation of criminal cases for practicing attorneys requiring the use of recognized investigative methods and techniques;
4. Experience in the general practice of criminal law which required appearing in court and interviewing suspects and witnesses, or which required a substantial amount of complex criminal investigative work;
5. Experience as a uniformed law officer where the principal duties were criminal investigations requiring the use of a variety of investigative methods and techniques such as surveillance, assuming an undercover role, etc.; and
6. Investigations concerning compliance with, or violations of governmental law, rules and regulations which involved extensive fact-finding and reporting activities. Typically, this would include determining facts, developing evidence, securing information, preparing comprehensive documented reports and testifying in court.

For the Investigator V level, at least one (1) year of experience must have been comparable to the Investigator IV level in the State service.

For the Investigator VI level, at least one (1) year of experience must have been comparable to the Investigator V level, or two (2) years must have been comparable to the Investigator IV level in the State service.

Non-Qualifying Experience: There are some types of experience which are related to investigative work but which are not acceptable, and applicants who possess only these kinds of experience will be disqualified. Experience is not acceptable if: (a) it did not demonstrate the application of investigation knowledge, abilities and skills described in the Specialized Experience above; or (b) it was acquired in essentially clerical tasks or assignments. Examples of the kinds of experience which are not qualifying are:

1. Experience as a police officer performing duties such as patrolling an assigned area or beat, directing and controlling pedestrian and vehicular traffic, presenting talks and participating in panel discussions, promoting police-community relations, data processing, clerical work, promoting the Junior Police Officer Program and the Police Activities League, or other such non-investigative experience;
2. Experience as a guard, watchman, or private detective assigned principally to protect life and property, or such similar experience;
3. The investigation of minor insurance damage claims or of the financial standing of individuals or firms for credit associations or for collection agencies; and
4. Experience as an inspector whose principal duties were to examine materials, plant and public facilities, equipment, animals, poultry, food, drugs, premises, insects, etc., to determine whether they conformed to prescribed specifications or standards.

Supervisory Aptitude: *Applicants for Investigator IV and V positions that supervise, and Investigator VI positions, 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 Investigator VI positions 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

A law degree from a School of Law, accredited by a nationally recognized specialized accrediting body (or a law degree that is deemed comparable by a nationally recognized specialized accrediting body), may be substituted for two (2) years of Specialized Experience.

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 INVESTIGATOR I, II, III, IV, V, and VI, which were approved on May 18, 1990.

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