

Minimum Qualification Specifications
for the Classes:

PERSONNEL PROGRAM OFFICER
PERSONNEL PROGRAM MANAGER
PERSONNEL PROGRAM ADMINISTRATOR
(PERSONNEL PROGRAM ADMR)

Basic Education/Experience Requirement

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

Class Title	Specialized Experience (years)	Staff Specialist or Supervisory Experience (years)	Administrative Experience (years)	Total Experience (years)
Personnel Program Officer	3-1/2	1	0	4-1/2
Personnel Program Manager	3-1/2	2	*	5-1/2
Personnel Program Admr	3-1/2	2	1	6-1/2

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Specialized Experience: Experience in one or any combination of personnel management functions; i.e., recruitment, placement, examination, position classification, pay or wage administration, employee management relations services, employee development, personnel program development, personnel research, and labor relations.

Such experience must show ability to deal satisfactorily with fellow workers and operating personnel, to recognize problems in the operation of a personnel program, to suggest practical solutions, and otherwise to accept substantive responsibility in the field of personnel administration. Clerical and technical experience in a personnel program involving work which is limited to the application of personnel rules, regulations, and procedures in support of the personnel functions described above is not qualifying.

Staff Specialist Experience: Applicants must have had either staff specialist or supervisory experience of the type and quality described below:

- A. Staff Specialist Experience: Personnel management and/or labor relations specialist experience performing work regularly encompassing difficult and complex situations and problems with responsibility for furnishing advisory services to management in the overall aspects of program development and evaluation; or personnel management specialist and/or labor relations experience performing extensive and intensive work on the most complex and difficult assignments in program development and evaluation, development of new and revised procedures, review of working situations to assure that departments are following guidelines for sound personnel practices, development of legislative proposals or analysis of the impact of proposed legislation, and conduct of research aimed towards improving the personnel administration system.
- B. Supervisory Experience: Experience in the field of personnel management or labor relations which included 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Administrative Experience: Experience in the field of personnel management and/or labor relations which involved active participation in and major responsibility for

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the development, management, execution, and coordination of policies, activities, and programs.

***Administrative Aptitude:** Applicants for Personnel Program Manager 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

1. A bachelor's degree from an accredited college or university in personnel administration or a major in human resource management which included at least 15 semester credit hours or coursework covering recruitment; selection; job evaluation; wage, salary and benefits administration; managerial leadership in employee relations and services; organizational management; labor laws and labor relations may be substituted for six (6) months of the specialized experience.
2. A master's degree from an accredited college or university in personnel administration or with a concentration in human resource management (HRM) with a minimum of 15 graduate credit hours in HRM coursework may be substituted for one (1) year of the specialized experience.
3. A Ph.D. degree from an accredited college or university in personnel administration or human resource management may be substituted for two (2) years of specialized experience.
4. Excess staff specialist/supervisory experience may be substituted for specialized experience on a year-for-year basis.

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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.

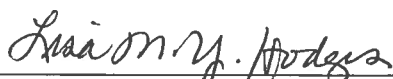
Physical and Medical Requirements

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 PERSONNEL PROGRAM OFFICER, PERSONNEL PROGRAM MANAGER, and PERSONNEL PROGRAM ADMINISTRATOR (PERSONNEL PROGRAM ADMR) which were approved on November 26, 2001.

Date Approved: _____

4/27/14


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