

Minimum Qualification Specifications  
for the Classes:ADMITTING CLERK I  
ADMITTING CLERK II  
ADMITTING UNIT SUPERVISOR (abolished 1/11/16)Experience Requirement:

Except for the substitutions provided for in this specification, applicants must have had work experience of the kind and quality described below and in the amounts shown in the following table:

Class Title	General Clerical Experience (Yrs)	Specialized Experience (Yrs)	Supervisory Experience (Yrs)	Total
Admitting Clerk I	2	-	-	2
Admitting Clerk II	2	1	*	3
<del>Admitting Unit Supervisor</del>	2	1	1	4

General Clerical Experience: Responsible typing, stenographic, substantive clerical work, or any combination of these experiences which duties demonstrated knowledge of English grammar, spelling, arithmetic, common office appliances and equipment; and the ability to read and understand oral and written instructions, carry out procedures in clerical work systems, speak and write simply and directly, observe differences in copy and proofread words and numbers quickly and accurately, and operate various kinds of office equipment; and ability to deal effectively with others in eliciting information and providing service.

Specialized Experience: One (1) year of responsible experience in processing patients for admission to hospitalization or medical care which demonstrates the ability to explain and apply admissions policies, procedures, rules and regulations; to interview patients or accompanying parties to obtain pertinent admissions information; and maintain patient records and files.

Specialized Skill Required: Applicants must be able to type at the rate of 40 net words per minute.

Supervisory Experience: Work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

\*Applicants for Admitting Clerk II must demonstrate possession of 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; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Non-Qualifying Experience: Experience limited to the performance of simple and repetitious clerical work which primarily involved a short cycle of tasks and manual dexterity shall not be considered qualifying. Examples of such non-qualifying work include but is not limited to such tasks as wrapping and unwrapping articles; opening envelopes, folders, and similar containers; affixing tags and labels; rearranging or tidying up office desks and equipment; delivering, distributing, or collecting correspondence or parcels.

Substitution of Education for General Experience:

1. Graduation from high school with courses in basic English and arithmetic may be substituted for six (6) months of experience.
2. Successful completion of a substantially full-time equivalent clerical or stenographic curriculum leading to a degree or diploma at an accredited community college; or at a business or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines may be substituted for a maximum of one (1) year of experience provided the duration of the training was for a year or more.
3. Successful completion of a substantially full-time equivalent clerical or stenographic curriculum leading to a degree, diploma, or a certificate of achievement at an accredited community college, business or technical school which was for a period of less than one (1) year will be substituted for experience on a month-for-month basis provided the training included courses in basic English, arithmetic, general clerical procedures, and

office machines.

4. Partial Completion of Clerical Training
  - a. Completion of half a school year of substantially full-time clerical curriculum at an accredited community college, or business and/or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines, may be substituted for six (6) months of experience.
  - b. Completion of one (1) school year (of a program of more than one year in length) of substantially full-time clerical curriculum at an accredited community college, or business and/or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines, may be substituted for one (1) year of experience.
5. Education in an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for experience on the basis of fifteen (15) semester hours for six (6) months of experience, up to a maximum of two (2) years.

Quality of Experience:

The number of years of experience required for any grade level represents the minimum amount of time necessary to qualify for the appropriate position, but length of time is not in itself qualifying. The applicant's work experience must also have been of a quality and scope sufficient to enable him to perform satisfactorily assignments typical of the grade level for which he is being considered.

Selective Certification:

Certain positions may require that certification and selection be restricted to eligibles who possess the pertinent specialized experience, knowledge or skill required to perform the duties of the position. For these positions, certification may be restricted to applicants who possess the pertinent training, experience or skills. In requesting selective certification, the department must show the connection between the kind of training, experience or skill on which they wish to base selective certification and the duties and responsibilities of the position to be filled.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition, which would cause applicants to be a hazard to themselves or others, is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specifications for the classes, ADMITTING CLERK I & II and ADMITTING UNIT SUPERVISOR, to clarify supervisory aptitude, effective April 16, 2013.

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This is an amendment to the minimum qualification specifications for the classes, ADMITTING CLERK I & II and ADMITTING UNIT SUPERVISOR, to update the supervisory experience requirement, effective February 16, 2009.

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This is an amendment to the minimum qualification specifications for the classes, ADMITTING CLERK I & II and ADMITTING UNIT SUPERVISOR, to include the mental/emotional requirement and delete the test requirement, effective April 1, 2005.

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This is an amendment to the minimum qualification specifications for the classes, Admitting Clerk I and II, and Admitting Unit Supervisor, which were adopted on December 30, 1969, and subsequently amended on March 31, 1975.

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This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: April 16, 2013

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PAUL TSUKIYAMA  
Director of Human Resources