

PART II

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

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Minimum Qualification Specifications
for the Classes:

COMPLIANCE & PRIVACY SPECIALIST I, II, III & IV

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 progressively responsible administrative, professional or other analytical work experience which 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:

Class Title	Specialized Experience (Yrs)
Compliance Specialist I	0
Compliance Specialist II	1/2
Compliance Specialist III	1-1/2
Compliance Specialist IV	2-1/2

Specialized Experience: Progressively responsible professional work experience which demonstrates knowledge of compliance and privacy principles and practices in a hospital or health care facility or program. Such work must have involved participation in the implementation of policies and procedures to meet State, Federal and other agencies’ compliance and privacy rules, regulations and standards for an acute hospital and/or integrated delivery system; assisting in the investigation and analysis of compliance/privacy issues for potential liability; and knowledge of clinical hospital operations.

Quality of Experience:

Possession of the required amount 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 responsibility with proven results/favorable outcomes as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

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 VP/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.

This is the first minimum qualification specifications for the classes, COMPLIANCE & PRIVACY SPECIALIST I, II, III & IV.

DATE APPROVED: November 28, 2006

JANICE WAKATSUKI
VP/Director of Human Resources