

PART II

HAWAII HEALTH SYSTEMS CORPORATION

2.125

2.126

STATE OF HAWAII

Minimum Qualification Specifications  
for the Classes:

CONTRACTS MANAGER I & II

Prerequisite Knowledge and Abilities Required:

Knowledge of: Knowledge of principles and practices of contract administration, acquisition management; applicable federal, State and local laws, rules, regulations and standards; principles and practices of supervision and management. Knowledge of pre-award and post-award contracting policies and procedures to conduct reviews of full contracts, contracting plans and contract changes for propriety of acquisition method, contract type and documentation. Knowledge of commercial business and industrial practices, (i.e. commercial subcontracting, procurement of raw material and costing techniques) related to the items procured sufficiently to analyze cost breakdowns and contract proposals. Knowledge of regulations and related material to develop local acquisition supplements, policies and procedures.

Ability to: Understand, interpret, evaluate and apply applicable laws, rules, regulations, policies and other technical materials; monitor and evaluate the performance of contracted parties to ensure compliance with the terms and conditions of the contracts; analyze and evaluate information, identify problems and develop alternative solutions; establish and maintain effective working relationships; communicate effectively orally and in writing; and prepare clear and concise reports and correspondence.

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under Specialized Experience, below, or any other responsible administrative, professional or 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:

Applicants must have had progressively responsible professional experience of the kind and quality described below or any equivalent combination of training and experience.

Title	Specialized Exp (yrs)	Supervisory Exp (yrs)
Contracts Manager I	3-1/2	*
Contracts Manager II	4-1/2	*

Specialized Experience: Progressively responsible work experience which involved one or a combination of the following: professional work experience in the development and/or administration of contracts:

1. Preparing specifications for bids & quotes and proposals or formal requests for proposals for contractual services which involved the application of professional judgement and analysis in determining contract terms and conditions and/or developing proposals to meet such requirements;
2. Evaluating, developing, negotiating, or revising the content of proposals and/or contracts and/or requests for proposals or other solicitation documents;
3. Monitoring and evaluating the performance of contracted parties to ensure compliance with the terms and conditions stipulated in the contracts.

\* 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.

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. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments 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.

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 qualifications for the classes, CONTRACTS MANAGER I & II to clarify supervisory aptitude, effective April 16, 2013.

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This is the first minimum qualifications approved for the class, CONTRACTS  
MANAGER I & II.

DATE APPROVED: April 16, 2013

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PAUL TSUKIYAMA  
Director of Human Resources