

Minimum Qualification Specifications
for the Class:DIRECTOR OF CARDIOVASCULAR SERVICESEducation Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree in healthcare, hospital administration, public health administration, business administration, nursing or a related field.

Excess experience of the type and quality described below or responsible administrative, professional, or technical work experience may be substituted for education on a year-for-year basis.

Experience Requirements:

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind, quality and in the amounts shown below.

Specialized Experience: Three (3) years of progressively responsible administrative work experience in various fields of Cardiovascular Services such as Cardiac Catheterization, Non-invasive Cardiology Diagnostic Testing, Heart Surgery and/or Cardiac Rehabilitation/Wellness in a clinical or hospital environment

Supervisory Experience: Two (2) years of 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; 5) training and developing new employees; and 6) disciplining subordinates when necessary.

Administrative Experience: One (1) year of work experience which involved active participation in and major responsibility for the development, management, execution, and coordination of policies, activities, and programs.

License: A current State of Hawaii Radiologic Technologist license as a radiographer is preferred.

Certification: A current American Registry of Radiologic Technologist (ARRT) in one or more modalities is preferred:

- ARDMS - American Registry of Diagnostic Medical Sonographers (ARDMS) as a Registered Diagnostic Cardiac Sonographer (RDCS)
- ARRT (R) - American Registry of Radiologic Technologist in Radiography.
- ARRT (CV) – American Registry of Radiologic Technologist in Cardiovascular-Interventional Radiography
- ARRT (CI) – American Registry of Radiologic Technologist in Cardiac-Interventional Radiography
- ARRT (VI) – American Registry of Radiologic Technologist in Vascular-Interventional Radiography (VI)

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 knowledges, 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 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 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 specifications for the class, DIRECTOR OF
CARDIOVASCULAR SERVICES.

DATE APPROVED: April 23, 2007

JANICE WAKATSUKI
VP/Director of Human Resources