

Minimum Qualification Specifications
for the Classes:HOSPITAL HAZARDOUS MATERIALS SPECIALIST IV & VEducation Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under General or 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 fulfilling a prescribed college curriculum leading to a bachelor's degree may be substituted for the required education on a year-for-year basis.

The education or experience background must have demonstrated the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirement:

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.

<u>Class Title</u>	General Experience (Years)	Specialized Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Hospital Hazardous Materials Specialist IV	2	½		2 ½
Hospital Hazardous Materials Specialist V	2 ½	1	*	3 ½

General Experience: Professional analytical work experience which demonstrated the ability to analyze a problem or issue, identify the nature of information, facts and other material required for its resolution, conduct fact-finding, evaluate and analyze the information uncovered, draw conclusions and prepare reports of findings. The experience must have demonstrated the ability to develop logical recommendations for a course of action, read and comprehend complex materials such as State or federal

statutes or regulations and deal effectively with others in obtaining or providing information.

Specialized Experience: Responsible professional work experience, which required knowledge and application of the methods, practices and techniques of the management of hazardous materials. Such work need not have been performed as a chemist or engineer but must demonstrate applicant's professional involvement in a program for the management of hazardous materials including work-site inspection for safety hazards, accident investigation and the institution of means and procedures for the safe management of hazardous materials. The applicant's background must demonstrate a working knowledge of the characteristics of different hazardous materials and the methods, practices and techniques of its handling, use, storage, transporting and disposal.

Examples of qualifying experience include, but are not limited to, such experience as a hazardous materials specialist or a safety engineer responsible for instituting procedures for the safe management of hazardous materials.

The primary consideration for rendering any experience qualifying for Specialized Experience is the professional responsibility for defining hazards and instituting measure and procedures for the safe management of hazardous materials beyond the immediate, normal, common sense, prudent practices, techniques and methods applicable in any situation.

Non-Qualifying Experience:

1. Clerical or technical work, although it may have been performed in the appropriate field or program, is not qualifying.
2. Experience which may have been performed at a professional level and which may have involved dealing with materials and substances, which may be considered hazardous under these specifications, may still not be considered qualifying in and of itself if such work did not involve substantive responsibility for the safety management of such hazardous materials.

Examples of such non-qualifying experience include, but are not limited to, experience as a chemistry teacher who daily deals with chemicals, which may be contained, in the EPA list of substances considered hazardous. The teacher employs normally prudent practices in handling the chemicals in the classroom but is not primarily responsible for initiating and implementing procedures for safety management of the chemicals outside of the classroom setting. Such experience is not qualifying. Similarly, experience such as a laboratory or field worker who may be primarily concerned with testing for the presence of contamination of various substances or the environment but who is not involved in writing procedures to prevent such contamination would not be considered qualifying. Experience in the petroleum industry, e.g., as a chemist concerned primarily

with the properties contained in the product or in the explosives industry, e.g., as an engineer or physicist, concerned with creating explosives or explosive devices or as a gunnery officer concerned primarily with directing cannon fire at targets are not qualifying.

The primary consideration for rendering certain experience not qualifying as Specialized Experience is the absence of responsibility for instituting safety management procedures and practices in the handling of hazardous materials beyond the immediate, normal, common sense, prudent techniques and methods applicable in any situation.

Substitutions Allowed:

1. Completion of all requirements for an advanced degree from an accredited university may be substituted for one year of the required General Experience.
2. Excess Specialist Experience may be substituted for the required General Experience on a month-for-month basis.

*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..

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 as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Requirement:

Applicants must possess a valid State of Hawaii Type 3 driver's license.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles 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 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 an amendment to the minimum qualification specifications for the classes, HOSPITAL HAZARDOUS MATERIALS SPECIALIST IV & V to clarify supervisory aptitude, effective April 16, 2013.

This is the first minimum qualification specifications for the classes, HOSPITAL HAZARDOUS MATERIALS SPECIALIST IV & V.

DATE APPROVED: April 16, 2013

PAUL TSUKIYAMA
Director of Human Resources