

Minimum Qualification Specification
for the Classes:HOSPITAL SECURITY OFFICER I, II, III

Education Requirement: High school diploma or equivalent.

Experience Requirement:

Applicants must have had the kind and quality of experience described below, and in the amounts shown in the following table:

Class Title	General Experience (Years)	Specialized Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Hospital Security Officer I	2	0	0	2
Hospital Security Officer II	2	1	*	3
Hospital Security Officer III	2	1	1	4

General Experience: Progressively responsible work experience in the enforcement of security laws, rules and regulations pertaining to the protection of personnel and property.

Specialized Experience: Work experience in a hospital setting for the protection and security of personnel and property and to maintain a safe environment for patient, staff, and visitors.

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.

*For the Hospital Security Officer II level, applicants must have demonstrated evidence 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 detail to supervisory positions; by completion of training courses in supervision accompanied by

application of supervisory skills in assignments; or by favorable appraisals of a supervisor indicating the possession of supervisory potential.

Registration Required:

1. A valid registration as a Guard with the State of Hawaii Board of Private Detectives and Guards, in accordance with Act 208, Session Laws of Hawaii 2010, at the time of appointment.
2. Possession of a valid State of Hawaii motor vehicle operator's license.

Substitutions Allowed:

1. Successful completion of a reserve police training course which led to the issuance of a badge as Reserve Police Officer may be substituted for one year of Specialized Experience.
2. Successful completion of a two-year or four-year program in police science from an accredited college or university, may be substituted for one year of the Specialized Experience.

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.

Certification Required:

All applicants must obtain a valid Cardio Pulmonary Resuscitation (CPR) certificate, or equivalent, within six (6) months from the date of employment.

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:

For the classes Hospital Security Officer I and II; refer to Part III, Physical, Sensory & Mental Requirements Specification.

For the classes Hospital Security Officer III: 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. In addition, certain positions may have other physical and medical requirements.

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 required the approval of the Director of Human Resources or Designee.

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 qualifications for the classes, HOSPITAL SECURITY OFFICER I, II & III effective December 20, 2013.

DATE APPROVED: December 20, 2013

CINDY INOUE
Interim Director of Human Resources