

PART II	HAWAII HEALTH SYSTEMS CORPORATION	1.515
	STATE OF HAWAII	1.517
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		1.524

Minimum Qualification Specification  
for the Classes:

HUMAN RESOURCES CLERK II, III, IV, V  
HUMAN RESOURCES TECHNICIAN VI, VII

Experience Requirement:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the paragraphs below and in the amount indicated on the following table:

Class Title	General Experience (Years)	Specialized Experience (Years)	Supervisory Experience	Total (Years)
Human Resources Clerk II	1	0	0	1
Human Resources Clerk III	1	1	0	2
Human Resources Clerk IV	1	2	0	3
Human Resources Clerk V	1	3	*	4
Human Resources Technician VI	1	4	*	5
Human Resources Technician VII	1	5	*	6

General Experience: Progressively responsible general office clerical experience.

Specialized Experience: Experience in an office where the work required the knowledge and application of pertinent human resources rules, regulations, procedures and program requirements.

Supervisory Experience: \*For certain positions in the Human Resources Clerk IV level and above, applicants must show that they possess 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 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.

Substitutions Allowed:

Substitution of Education for Experience:

1. Successful completion of a clerical curriculum at an accredited business or technical school may be substituted for the General Experience on a month-to-month basis up to a maximum of one year.
2. Successful completion of an academic year in an accredited college or university above the high school level may be substituted for one year of the General Experience.
3. Graduation from an accredited college or university may be substituted for one year of General Experience and two years of Specialized Experience. Applicants possessing this educational qualification are deemed to have met all of the requirements for the Human Resources Clerk IV level.

Selective Certification:

For some positions, applicants may be required to possess specialized knowledges and skills in a particular area or areas in order to perform the duties of the position. For such positions, applicants may be restricted to those who possess these requirements.

Departments requesting selective certification must show the connection between the need for these skills and the duties of the position to be performed.

Physical Requirement:

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 specifications for the classes, HUMAN RESOURCES CLERK II – V AND HUMAN RESOURCES TECHNICIAN VI & VII, to clarify supervisory aptitude, effective April 16, 2013.

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This is an amendment to the minimum specifications for the classes PERSONNEL CLERK II – V AND PERSONNEL TECHNICIAN VI & VII, to re-title the classes to HUMAN RESOURCES CLERK II – V AND HUMAN RESOURCES TECHNICIAN VI & VII, effective April 18, 2012.

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This is an amendment to the minimum specifications for the classes PERSONNEL CLERK II – V AND PERSONNEL TECHNICIAN VI & VII, to include the mental/emotional requirement and delete the test requirement, effective June 1, 2005.

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This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: April 16, 2013

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PAUL TSUKIYAMA  
Director of Human Resources