

PART II	HAWAII HEALTH SYSTEMS CORPORATION	2.862
	STATE OF HAWAII	2.864
		2.865
		2.867
	Minimum Qualification Specifications	2.868
	for the Classes:	2.871

HUMAN RESOURCES SPECIALIST I, II, III, IV, V, & VI

Education/Experience Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under the 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 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 Requirement:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described below:

Class Title	Specialized Exper (years)	Staff Specialist or Supervisory Exper (years)	Total Exper (years)
Human Resources Specialist I	0	0	0
Human Resources Specialist II	1/2	0	1/2
Human Resources Specialist III	1-1/2	0	1-1/2

Class Title	Specialized Exper (years)	Staff Specialist or Supervisory Exper (years)	Total Exper (years)
Human Resources Specialist IV	2-1/2	0	2-1/2
Human Resources Specialist V	3-1/2	*	3-1/2
Human Resources Specialist VI	3-1/2	1	4-1/2

Specialized Experience: Professional work experience in one or any combination of human resources functions; i.e., recruitment, placement, examination, position classification, pay or wage administration, employee management relations and services, employee development, personnel program development and services, labor relations, and personnel research.

Such experience must show ability to deal satisfactorily with fellow workers and/or operating personnel, to recognize problems in the operation of a human resources program, and to suggest practical solutions, and otherwise to accept responsibility in the field of human resources administration. Clerical or technical experience in a human resources program involving work which is limited to the application of human resources rules, regulations and procedures in support of the human resources functions described above is not qualifying.

For levels III and IV, at least one (1) year of the experience must have been comparable to the next lower level in the State service.

For levels V and VI, at least one (1) year of the experience must have been comparable to the fully independent worker or journeyman level in the State service.

Staff Specialist or Supervisory Experience: Applicants for Human Resources Specialist VI must have had either staff specialist or supervisory experience of the type and quality described below:

- A. Staff Specialist Experience: Human Resources specialist experience performing work regularly encompassing difficult and complex situations and problems in a given personnel specialty with responsibility for furnishing advisory services to management in the overall aspects of program development and evaluation; or human

resources specialist experience performing extensive and intensive work in a given area of specialization, working on the most complex and difficult assignments in the areas of program development and evaluation, development of new and revised procedures, review of working situations to be sure that departments are following guidelines for sound human resources practices, recommending legislation or studying impact of proposed legislation, and engaging in human resources research aimed towards improving the human resources system.

- B. 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 Human Resources Specialist V level, supervisory aptitude rather than actual supervisory experience may be accepted. 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.

Substitutions Allowed:

Substitution of Education for Experience:

1. Possession of a bachelor's degree from an accredited college or university with a minimum of fifteen (15) semester credit hours of course work in human resources administration, human resources and industrial relations or human resources management covering the recruitment and selection process; job evaluation; performance appraisal; employee training and safety; personnel compensation and benefits administration; staffing process; organizational development; labor laws and/or labor relations may be substituted for six (6) months of specialized experience.

2. Possession of a master's degree from an accredited college or university in human resources administration, human resources and industrial relations or human resources management may be substituted for one (1) year of the specialized experience.
3. Possession of a Ph.D. degree from an accredited college or university in one of the fields described above may be substituted for two (2) years of the specialized experience.

Substitution of Staff Specialist/Supervisory Experience for Specialized Experience:  
Excess supervisory or staff specialist experience may be substituted for specialized experience on a year-for-year basis.

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 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.

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This is an amendment to the minimum specifications for the classes, HUMAN RESOURCES SPECIALIST I – VI, to clarify supervisory aptitude, effective April 16, 2013.

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This is an amendment to the minimum specifications for the classes, PERSONNEL MANAGEMENT SPECIALIST I - VI, to re-title the class to HUMAN RESOURCES SPECIALIST I – VI, effective April 18, 2012.

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This is an amendment to the minimum specifications for the classes, PERSONNEL MANAGEMENT SPECIALIST I - VI, to update the supervisory experience requirement, effective February 16, 2009.

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This is an amendment to the minimum specifications for the classes, PERSONNEL MANAGEMENT SPECIALIST I - VI, to delete the test requirement, effective June 1, 2005.

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This is an amendment to the minimum qualification specification for the classes, PERSONNEL MANAGEMENT SPECIALIST I, II, III, IV, V, and VI (PERSONNEL MANAGEMENT SPCLT I, II, III, IV, V, & VI) which were approved on February 27, 1990.

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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