

Minimum Qualification Specification  
for the Class:PROGRAM SPECIALIST (AGING) IIIEducation Requirement:

Bachelor's degree from an accredited four (4) year college or university with specialization in gerontology, social work, psychology, education, sociology, counseling, public health, or a related field.

Excess experience of the type and quality described below or any administrative, professional, technical, or other responsible work experience in the fields mentioned in the education requirement which required the ability to coordinate activities and/or programs, and work effectively with others may be substituted for education on a year-to-year basis.

Experience Requirement:

Two years of experience in social work, counseling, liaison, or related field, which required the knowledge of current social and economic conditions, community organizations and other activities and/or the services they offer to the community. The applicant's overall experience must indicate knowledge and understanding of problems and needs of the aged. The overall experience must also show demonstrated ability to apply research and evaluation techniques in the analysis and evaluation of statistical data or non-statistical data; ability to prepare written reports; ability to develop effective work relationships with others; ability to speak effectively; and ability to follow instructions.

Quality of Experience:

Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. The applicant's overall experience must have been of such scope and responsibility as to conclusively demonstrate that the applicant has the ability to perform the duties of the position.

Substitution of Education for Experience:

1. A master's degree or 30 semester credit hours or its equivalent of graduate coursework creditable towards a master's degree mentioned in the Education Requirement section above from an accredited university may be substituted for one year of the required experience. To be creditable,

however, the overall coursework must indicate basic knowledge and understanding of the problems and needs of the aged.

2. Successful completion of 15 semester credit hours or its equivalent of graduate coursework creditable towards a master's degree in any of the specialty fields mentioned in the Education Requirement section above from an accredited university may be substituted for six months of the required experience. To be creditable the overall coursework must indicate basic knowledge and understanding of the problems and needs of the aged.

Selective Certification:

Certain positions may require that applicants be restricted to those who possess the pertinent specialized experience and knowledge required to perform the duties of the position. In requesting selective certification, the department must show the connection between the kinds of training and /or experience on which they wish to base selective certification and the duties and responsibilities 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.

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This is an amendment to the minimum specifications for the class PROGRAM SPECIALIST III (Aging), to include the mental/emotional requirement, effective June 16, 2005.

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This is an amendment to the specifications for class PROGRAM SPECIALIST III (Aging), to clarify the education requirement of a Bachelor's degree from an accredited four (4) year college or university and to delete the test requirement, effective December 15, 2003.

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This is the first minimum qualification specification for the class PROGRAM SPECIALIST III (Aging).

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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.

APPROVED: \_\_\_\_\_  
JANICE WAKATSUKI  
VP/Director of Human Resources