

Minimum Qualification Specifications  
for the Classes:PROGRAM SPECIALIST (AGING) IV, V & VIEducation 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 which required the ability to coordinate activities and/or programs, and work effectively with others may be substitute for education on a year-for-year basis.

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 Experience	Administrative Experience	Total Experience
Program Specialist (Aging) IV	3	0	3
Program Specialist (Aging) V	4	0	4
Program Specialist (Aging) VI	5	*	5

Specialized Experience: Experience in social work, counseling, liaison, or a related field which required the knowledge of current social and economic conditions, community organizations and their activities and/or the services they offer to the community. The applicants overall experience must indicate knowledge and understanding of the problems and needs of the aged.

Administrative Experience: Experience which involved active participation in and major responsibility for the development, management, execution, and coordination of activities and programs. Instead of actual Administrative Experience, (\*) applicants for the Program Specialist (Aging) VI level will be considered to have met the Administrative Experience requirement if there is a strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of

success in regular or special assignments or projects which involve administrative problems (e.g., in planning, organizing, promoting and directing a program providing staff advice and assistance); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

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 he/she has the ability to perform the duties of the position.

Substitutions Allowed:

Substitution of Education for Specialized Experience - A master's degree in any of the specialty fields mentioned in the Education Requirement section above from an accredited college or university may be substituted for one year of the required Specialized Experience.

Substitution of Administrative Experience for Specialized Experience - Excess administrative experience of the type and quality described in the Administrative Experience section above in the field of social work, counseling, liaison, or allied, may be substituted for Specialized Experience requirement on a year-for-year basis.

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.

-----  
This is an amendment to the minimum specifications for the classes, PROGRAM SPECIALIST IV – VI (Aging), to include the mental/emotional requirement, effective June 16, 2005.

-----  
This is an amendment to the specifications for class PROGRAM SPECIALIST IV, V, VI (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.

-----  
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