

PART II

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

17.079

17.080

17.081

17.082

Minimum Qualification Specification
for the Classes:

REGIONAL HUMAN RESOURCES DIRECTOR I, II, III, IV

Education/Experience Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience in administrative, professional, investigative, technical or other responsible work which has provided a general background in the field of management, education, training, or human resources may be substituted for education on a year-for-year basis. Experience of a routine clerical nature is not qualifying.

Experience Requirement:

Except to 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)	Supervisory or Staff Exper (Years)	Administrative Exper (Years)	Total Exper (Years)
Regional Human Resources Director I	3-1/2	*	**	3-1/2
Regional Human Resources Director II	3-1/2	1	**	4-1/2
Regional Human Resources Director III	3-1/2	2	**	5-1/2
Regional Human Resources Director IV	3-1/2	2	1	6-1/2

Specialized Experience: Progressively responsible experience in one or in any combination of human resources functions; i.e., recruitment and placement, position classification, salary and wage administration, employee-management relations and services, employee development, human resources program development and services, and human resources 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 demonstrate potential to assume responsibility in the field of human resources program management. Clerical 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.

At least one (1) year of the experience must have been comparable in scope and responsibility to that of a journeyman or independent worker with responsibility for carrying the full range of assignments or experience comparable to the Human Resources Specialist IV in HHSC.

Supervisory or Staff Experience: Experience in one or any combination of the following kinds of activities:

- A. 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.
- B. Experience in the field of human resources as a staff specialist in one of the functional areas. Such experience must have involved activities such as conducting studies and making recommendations to management for the development or revision of standards, policies, procedures and techniques pertaining to one of the human resources functions; giving technical advice and direction to management; conducting surveys to evaluate the quality of the human resources program; recommending staff improvements and developing guides to be used by management in the performance of human resources work.

*For the Regional Human Resources Director I 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.

Administrative Experience: Experience which involved active participation in and major responsibility for the development, management, execution and coordination of human resources policies, activities and programs. **For Regional Human Resources Director I, II, III positions, administrative aptitude rather than actual administrative experience may be accepted. Administrative aptitude will be considered to have been met for three levels when there is 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.

Substitutions Allowed:

Substitution of Training for Experience: Possession of a master's degree from an accredited college or university in human resources administration may be substituted for one (1) year of the specialized experience. Possession of a Ph.D. degree from an accredited college or university in human resources administration may be substituted for two and one-half (2-1/2) year of 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.

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:

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 review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources/Designee.

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 qualification specifications for the classes, REGIONAL HUMAN RESOURCES DIRECTOR I - IV, to clarify supervisory aptitude, effective April 16, 2013.

This is an amendment to the minimum qualification specifications for the classes, DEPARTMENTAL PERSONNEL OFFICER I - IV, to re-title the class to REGIONAL HUMAN RESOURCES DIRECTOR I - IV, effective April 18, 2012.

This is an amendment to the minimum qualification specifications for the classes, DEPARTMENTAL PERSONNEL OFFICER I - IV, to update the supervisory experience requirement, effective February 16, 2009.

This is an amendment to the minimum qualification specifications for the classes, DEPARTMENTAL PERSONNEL OFFICER I - IV, to delete the test requirement, effective April 16, 2005.

This is an amendment to the minimum qualification specification for the DEPARTMENTAL PERSONNEL OFFICERS I, II, III, IV approved on July 2, 1982.

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

PAUL TSUKIYAMA
Director of Human Resources