

PART II	HAWAII HEALTH SYSTEMS CORPORATION	2.806
	STATE OF HAWAII	2.807
		2.808
		2.809
	Minimum Qualification Specifications	2.810
	for the Classes:	2.811

RESEARCH STATISTICIAN I, II, III, IV, V, VI

Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree, which included three (3) semester credit hours in statistics.

Excess work experience as described under the Specialized Experience below, or any other responsible administrative, professional or analytical work experience that 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, which included three (3) semester credit hours in statistics, 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 below, applicants must have had progressively responsible experience of the type and quality described below, and in the amounts indicated in the following table, or any equivalent combination of training and experience:

Class Title	Specialized Experience	Supervisory Experience	Total Experience (yrs)
Research Statistician I	0	0	0
Research Statistician II	1/2	0	1/2
Research Statistician III	1-1/2	0	1-1/2
Research Statistician IV	2-1/2	0	2-1/2
Research Statistician V	3-1/2	*	3-1/2
Research Statistician VI	3-1/2	1**	4-1/2

Specialized Experience: Professional work experience conducting research and/or statistical studies which involved planning and designing surveys; modifying and applying research and statistical methods and techniques to the collection and analysis of data; and preparing summaries or reports with data presented in graphic, narrative or numerical form.

For Research Statistician V and VI levels, at least one (1) year must be comparable to the Research Statistician IV level.

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 Research Statistician 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.

\*\*For the Research Statistician VI level, administrative aptitude rather than actual administrative experience may be accepted. Administrative aptitude is the demonstration of 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, and success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

- (1) Successful completion of one (1) year of graduate study (30 semester hours or 45 quarter hours) at an accredited college or university which included at least one graduate course in research methods and techniques or in advanced statistics, may be substituted for one (1) year of Specialized Experience.
- (2) Successful completion of all requirements for a Ph.D. degree in statistics, including the dissertation, may be substituted for two and one-half (2-1/2) years 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 has the ability to perform the duties of the position for which he 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/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 specifications for the classes, RESEARCH STATISTICIAN I – VII, to delete level VII and amend experience and substitutions allowed, effective May 1, 2013.

-----  
This is an amendment to the minimum specifications for the classes, RESEARCH STATISTICIAN I – VII, to clarify supervisory aptitude, effective April 16, 2013.

-----  
This is an amendment to the minimum specifications for the classes, RESEARCH STATISTICIAN I – VII, to update the supervisory experience requirement, effective February 16, 2009.

-----  
This is an amendment to the minimum specifications for the classes, RESEARCH STATISTICIAN I - VII, to include the mental/emotional requirement and delete the test requirement, effective June 16, 2005.

-----  
This is an amendment to the minimum qualification specifications for the classes Research Statistician I, II, III, IV, V, VI and VII which were approved on March 6, 1969, and amended on June 17, 1970. Reviewed for currency on July 30, 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: May 1, 2013

\_\_\_\_\_  
PAUL TSUKIYAMA  
Director of Human Resources