

Minimum Qualification Specifications
for the class:ASSISTANT DIRECTOR OF NURSINGEducation Requirement:

Applicants must have graduated from an accredited school of nursing with a bachelor's degree.

Experience Requirements:

Specialized Experience: Two (2) years of professional nursing work experience in a clinic or hospital environment which must have been comparable to the work of a Registered Professional Nurse **VI** or higher.

Supervisory Experience: Two (2) years as a supervisor of nurses responsible for patient care and treatment services in a clinic or hospital environment. This experience must have demonstrated the applicant's knowledge 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.

Administrative Experience: One half (1/2) years of Administrative Experience in the in organizing, controlling and directing nursing services in a clinic or hospital, which involved active participation in and major responsibility for the development, management, execution, and coordination of policies, activities, and programs.

Substitutions Allowed:

1. An associate degree in Nursing from an accredited school of nursing **and** two (2) years of specialized professional nursing work experience as described above may substitute for a bachelor's degree in Nursing.
2. Possession of a master's degree from an accredited college or university school of nursing may be substituted for one 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.

License Required:

License to practice as a professional nurse in the State of Hawaii.

For certain positions, possession of a motor vehicle operator's license is required.

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 qualification specifications for the class, ASSISTANT DIRECTOR OF NURSING, to change the required supervisory and administrative experience, effective December 27, 2013.

This is an amendment to the minimum qualification specifications for the class, ASSISTANT DIRECTOR OF NURSING, to change the supervisory experience requirement and to clarify the specialized experience, effective October 1, 2012.

This is the first minimum qualification specifications for the class, ASSISTANT DIRECTOR OF NURSING.

DATE APPROVED: December 27, 2013

CINDY INOUE
Interim Director of Human Resources