

PART I

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

Class Specification
for the class:

CLINIC SUPERVISOR
Job Code: 1.701, Pay Grade: SR17
Bargaining Unit 4

Duties Summary:

Supervises and coordinates the activities of a medical and/or surgical clinic; recommends changes in management policies and procedures and performs other duties as required.

Distinguishing Characteristics:

The Clinic Supervisor class is distinguished by its responsibility for supervising a multitude of programs for a medical/surgical clinic which is complex by nature due to the planning and coordination of activities to provide services to the community. The Clinic Supervisor coordinates a mixture of staff which include professional, para professional and clerical support staff positions.

The incumbent of this position works under the general direction of Regional Chief Executive Officer; Chief Medical Officer, Physician Practice Director or designee. Supervisory assistance is limited to unusual circumstances.

Examples of Duties:

Organizes, coordinates and supervises various programs of clinical services and activities for a medical and/or surgical clinic; maintains clinic operation policies and procedures; recommends solutions to problems and changes to policies for more efficient and economical clinic operations; responsible for the preparation and expenditure control of the clinic budget; inventory maintenance and control; prepares reports as assigned; and initiates and maintains good relationships with the public and community organizations.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of supervision; personnel administration; cost accounting methods and systems; governmental organizations and functions; budget preparation and control; public relations; purchasing and storage methods.

Ability to: Interpret and apply laws, rules, regulations and policies; secure and analyze facts and data and make decisions; develop policies and procedures; analyze financial statements and reports; prepare reports; maintain cooperative working relationships; meet and deal effectively with the public.

This is an amendment to the class specifications for the class, CLINIC SUPERVISOR,
for editorial changes, effective May 15, 2026.

APPROVED: May 15, 2026

JUANITA LAUTI
Vice President & Chief Human Resources Officer