

PART II

HAWAII HEALTH SYSTEMS CORPORATION

1.609

1.610

STATE OF HAWAII

Minimum Qualification Specifications  
for the Classes:

CONTRACTS ASSISTANT I & II

Experience/Education Requirement:

Work experience that demonstrated the ability to read, comprehend and apply written directions, or a high degree of verbal skill. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis, but not necessarily on a full-time normal work basis. This requirement may also be met by graduation from high school or equivalent.

Experience Requirement:

Except for the substitution provided for in this specification, applicants must have had progressively responsible experience of the type and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Title	Specialized Experience (years)
Contracts Assistant I	3
Contracts Assistant II	4

Specialized Experience: Responsible experience in preparing or processing contracts, specifications and related legal instruments or notices requiring the knowledge and application of pertinent laws, policies and procedures.

The applicant's experience must show that they possess the knowledge and the proper application of specification writing, drafting of contracts and legal notices, and contract letting, including but not limited to the advertisement for bids, instructions to bidders proposals, contract and bond forms.

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.

Substitution Allowed:

Successful completion of thirty (30) semester credit hours of coursework from an accredited college or university which included at least six (6) semester credit hours of coursework that covered contracts may be substituted for one (1) year of Specialized Experience.

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.

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.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specifications for the classes  
CONTRACTS ASSISTANT I and II effective September 4, 2019.  
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This is the first minimum qualifications approved for the classes, CONTRACTS  
ASSISTANT I & II.

DATE APPROVED: 9/04/2019

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JUANITA LAUTI  
Chief Human Resources Officer