

PART II

HAWAII HEALTH SYSTEMS CORPORATION  
STATE OF HAWAII

Minimum Qualification Specifications  
for the Classes:

HEALTH UNIT COORDINATOR I & II  
Job Codes: 1.021, 1.022

Education: High school diploma or equivalent.

Experience:

Except for the substitutions provided for in this specification, applicants must have had experience of the kind, quality and amounts described below:

Health Unit Coordinator I: Two years of general Work experience which involved the performance of a variety of clerical tasks such as typing, substantive clerical work, or any combination of these experiences which duties demonstrated knowledge of English grammar, spelling, arithmetic, common office appliances and equipment; and the ability to read and understand oral and written instructions, carry out procedures in clerical work systems, communicate effectively orally and in writing; deal tactfully and effectively with others; operate various kinds of office equipment; and organize and prioritize work tasks.

Health Unit Coordinator II: Two years of general Work experience which involved the performance of a variety of clerical tasks such as typing, substantive clerical work, or any combination of these experiences which duties demonstrated knowledge of English grammar, spelling, arithmetic, common office appliances and equipment; and the ability to read and understand oral and written instructions, carry out procedures in clerical work systems, communicate effectively orally and in writing; deal tactfully and effectively with others; operate various kinds of office equipment; and organize and prioritize work task **and** one year of specialized work experience in a health care setting (e.g., hospital, clinic, physician's office, etc.) which involved working with healthcare professionals such as a physician and/or nurse and receiving, coordinating, expediting and/or implementing their patient/resident care orders, inputting of data into a

computer system, preparing and maintenance of medical records and/or work experience in an Electronic Medical Records (EMR) system or similar application. Such experience must have demonstrated knowledge of medical terminology through the application of such knowledge to work assignments.

Non-Qualifying Experience: Experience limited to the performance of simple and repetitious clerical work which primarily involved a short cycle of tasks and manual dexterity shall not be considered qualifying. Examples of such non-qualifying work include but is not limited to such tasks as wrapping and unwrapping articles; opening envelopes, folders, and similar containers; affixing tags and labels; rearranging or tidying up office desks and equipment; delivering, distributing, or collecting correspondence or parcels.

Substitutions Allowed:

- a. An Associate's or Bachelor's degree from an accredited college or university may be substituted for all of the required General Experience.
- b. Successful completion of a substantially full-time equivalent clerical or medical/health-related curriculum leading to a degree, diploma or certificate of achievement at an accredited community college, business or technical school which provided knowledge of medical terminology and involved the application of such knowledge to assignments may be substituted for six months of the required Specialized Experience.
- c. Current certification as a Health Unit Coordinator by the National Association of Health Unit Coordinators (N.A.H.U.C.) may be substituted for six months of the required Specialized Experience.
- d. An Associate's Degree from an accredited college or university in Health Unit Coordinator, Medical Administrative Assistant, Health Care Administration, Health Services Administrator or equivalent may be substituted for all of the required General and Specialized Experience.

*If a degree is used to substitute for the education requirement, it may not be used again towards the experience requirement. If work experience is used to substitute for education, it may not be used again to meet the experience requirement. If the applicant holds more than one degree, transcripts must be provided, and a thorough review will be conducted by the human resources staff in order for more than one degree to be credited toward the minimum qualification requirements (if applicable).*

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 they have the ability to perform the duties of the position for which they are being considered.

Selective Certification:

Specialized knowledge, skills, and abilities may be required to perform the duties of some positions. In such positions, Selective Certification Requirements may be established, and certification may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Regions or facilities 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.

Health & Physical Requirements:

Applicants must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes, HEALTH UNIT COORDINATOR I & II to update Education, Quality of Experience, Selective Certification, Health & Physical and delete Mental/Emotional Requirements effective May 15, 2026.  
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APPROVED: May 15, 2026

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JUANITA LAUTI  
Vice President & Chief Human Resources Officer