

PART II	HAWAII HEALTH SYSTEMS CORPORATION	2.901
	STATE OF HAWAII	2.902
		2.904
		2.906
	Minimum Qualification Specifications	2.907
	for the Classes:	2.909

MANAGEMENT ANALYST I, II, III, IV, V, VI

Education Requirement:

Bachelor's degree from a four (4) year accredited college or university.

Excess experience of the type and quality described below, or any administrative, professional, technical, or other responsible work which required a high degree of analytical skill may be substituted for education on a year-for-year basis.

Experience Requirement:

Except for the substitutions provided below, applicants must have had the type of experience described in the statements immediately following, and in the amounts shown in the table below:

Class Title	General Experience	Specialized Experience	Supervisory Experience	Total (years)
Management Analyst I	0	0	0	0
Management Analyst II	1/2	0	0	1/2
Management Analyst III	1/2	1	0	1-1/2
Management Analyst IV	1/2	2	0	2-1/2
Management Analyst V	1/2	3*	**	3-1/2
Management Analyst VI	1/2	3*	1	4-1/2

General Experience: Work involving the analysis and evaluation of managerial policies, systems, methods and practices in the development and/or improvement of same.

Specialized Experience: Management analysis experience; (i.e., experience in conducting organizational analyses, work measurement/methods studies, management information systems design and evaluation, and management surveys in order to identify problem areas and develop recommendations for improving the economy, efficiency and effectiveness of a given operation through the proper application of

sound methods, principles and practices of management).

\*For Management Analyst V and VI, at least one year of the required Specialized Experience must have been at a level comparable to the Management Analyst IV level in a government type organization; (i.e., experience that indicates that the applicant has acquired and successfully applied practical and theoretical knowledge of a wide variety of managerial functions, practices and techniques in the solution of more difficult management problems).

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 Management Analyst 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.

Substitutions Allowed:

1. Excess Specialized Experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.
2. Satisfactory completion of all academic requirements for a master's degree with specialization in management, public administration, or a related field, which provided knowledge of the principles, practices, techniques and methodologies of management, may be substituted for six (6) months of Specialized Experience.
3. Satisfactory completion of all academic requirements for a Ph.D. degree as described above may be substituted for one and one-half (1-1/2) 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 overall experience must have been of such scope and level of responsibility as to conclusively demonstrate the ability to perform the duties of the position.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, applicants must 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 or designee.

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 specifications for the classes, MANAGEMENT ANALYSIS I – VI, to clarify supervisory aptitude, effective April 16, 2013.

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This is an amendment to the minimum specifications for the classes, MANAGEMENT ANALYSIS I – VI, to update the supervisory experience requirement, effective February 16, 2009.  
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This is an amendment to the minimum specifications for the classes, MANAGEMENT ANALYSIS I - VI, to include the mental/emotional requirement, effective May 1, 2005.  
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This is an amendment to the minimum qualification specification for the classes MANAGEMENT ANALYST I - VI, effective May 21, 2003.  
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This is an amendment to the minimum qualification specifications for the classes MANAGEMENT ANALYST I, II, III, IV, V, VI approved on June 30, 1981, due to incorporation of managerial levels in EMCP in accordance with Act 254, SLH 1980.  
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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.  
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DATE APPROVED: April 16, 2013

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PAUL TSUKIYAMA  
Director of Human Resources