

Minimum Qualification Specifications  
for the Class:MATERIALS & SUPPLIES SUPERVISOR

Education Requirement: High school diploma or equivalent.

Experience Requirements:

General Experience: Three (3) years of work experience which involved the performance of clerical work which demonstrated knowledge of inventory control practices, methods and procedures, and inventory record keeping procedures.

Specialized Experience: One (1) year of work experience in a health care setting (e.g., hospital, clinic, physician's office, etc.) in the distribution and inventory of medical supplies. Such experience must have demonstrated knowledge of medical terminology through the application of such knowledge to work assignments.

Supervisory Experience: One (1) year of 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.

Substitutions Allowed:

1. An Associate's degree from an accredited college or university may be substituted for two (2) years of the required General Experience.
2. A Bachelor's degree from an accredited college or university may be substituted for all of the required General 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 they have the ability to perform the duties of the position for which they are being considered.

License Required:

Applicants must possess a valid Hawai'i State driver's license, Type 3.

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 eligibles 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 and Physical Requirements:

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

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This is the first minimum qualification specifications for the class, MATERIALS & SUPPLIES SUPERVISOR effective March 22, 2024.

DATE APPROVED: March 21, 2024

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JUANITA LAUTI  
VP & Chief Human Resources Officer