

Minimum Qualification Specifications  
for the Class:REGIONAL EMERGENCY/DISASTER SPECIALISTBasic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under General or Specialized Experience below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum leading to a bachelor's degree may be substituted for the required education on a year-for-year basis.

The education or experience background must have demonstrated the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written material; perform research; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind, quality and in the amounts shown below.

General Experience: Two and one-half (2 ½) years of progressively responsible professional work experience which demonstrated a high degree of analytical skill involving the ability to collect, analyze and evaluate facts; identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action; and the ability to read, comprehend and interpret complex material such as Federal, State and/or County statutes and regulations and draft comprehensive reports of findings and conclusions. The experience must also have included narrative report writing and demonstrated the ability to deal effectively with others.

Specialized Experience: One (1) year of responsible professional work experience involving the independent analyses, evaluation or other substantive determinations with regard to current or projected operating programs. The experience must have

demonstrated a high degree of analytical skill involving the ability to identify information needs, collect and analyze data, identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action, and the ability to read, comprehend and interpret complex material such as State statutes and/or Federal regulations and draft comprehensive reports of findings and conclusions. Persons performing this type of work are normally found in staff offices, serve as staff assistant to the administrator of a program with responsibility for performing management studies, analyzing the assigned program area and recommending improvements in operations, or methods of implementing the program for greater effectiveness and the like, or serve as a supervisor whose work regularly included evaluating and monitoring the progress of the assigned program area, preparing reports of progress, identifying problem areas and taking steps or recommending actions to resolve them and preparing plans for the assigned program or function.

Substitutions Allowed:

1. Possession of a master's degree from an accredited college or university may be substituted for one (1) year of General Experience.
2. Possession of a Ph.D. degree from an accredited college or university may be substituted for two (2) years of the General Experience.
3. Possession of a master's degree from an accredited college or university in business, public administration or a related field which demonstrates the application of program analysis and evaluation methods and techniques may be substituted for one (1) year of the General Experience or Specialized Experience.
4. Possession of a Ph.D. degree from an accredited college or university in business, public administration or a related field which demonstrates the application of program analysis and evaluation methods and techniques may be substituted for one (1) year of the General Experience and one (1) year of the Specialized Experience.

Supervisory Aptitude:

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.

Quality of Experience:

Possession of the required amount 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 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.

License Requirement:

Applicants must possess a valid license to drive in the State of Hawaii.

Special Requirement:

During a disaster and other emergency situations, the applicants must be willing and able to work for extended periods of time beyond the normal working hours and work days. The applicant must also be willing and able to work for extended periods of time on the island on which the disaster or emergency occurred which may not be the applicant's residence.

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/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 qualification specifications for the class, REGIONAL EMERGENCY/DISASTER SPECIALIST, to clarify supervisory aptitude, effective April 16, 2013.

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This is the first minimum qualification specifications for the class, REGIONAL EMERGENCY/DISASTER SPECIALIST.

DATE APPROVED: April 16, 2013

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PAUL TSUKIYAMA  
Director of Human Resources