

PART II

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

Minimum Qualification Specifications
for the Classes:

REGISTERED PROFESSIONAL NURSE II, III, IV, V, VI, VII & VIII
Job Codes: 6.452, 6.453, 6.454, 6.455, 6.456, 6.457, 6.458

Education: As required to apply for a State of Hawaii license as a professional nurse.

Experience:

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

RPN II: None required.

RPN III: Six months of progressively responsible nursing work experience.

RPN IV: One and one-half years of progressively responsible nursing work experience. Must have demonstrated possession of 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 or administrative 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.

RPN V: One and one-half years of progressively responsible nursing work experience **and** six months of professional nursing experience which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing employees.

RPN VI: Two years of progressively responsible nursing work experience **and** six months of professional nursing experience which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing employees.

RPN VII: Two years of progressively responsible nursing work experience **and** one year of professional nursing experience which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing employees. Must have demonstrated administrative aptitude. Administrative aptitude may be demonstrated in experience which shows strong affirmative evidence of the necessary administrative abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems; e.g., in planning organizing, promoting, evaluating, controlling and directing programs; providing staff advice and assistance; interest in management demonstrated by awareness of managerial problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of the principles which were learned to work assignments; management's observation and favorable evaluation of the applicant's leadership and managerial capabilities, success in trial assignments to managerial and/or administrative tasks.

RPN VIII: Two years of progressively responsible nursing work experience, one year of professional nursing experience which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing employees, **and** six months of experience in the field of personnel management and/or labor relations which involved active participation in and major responsibility for the development, management, execution, and coordination of policies, activities, and programs.

Substitutions Allowed:

Possession of a master's degree from an accredited college or university school of nursing may be substituted for one year of nursing 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).

License Required:

1. License to practice as a professional nurse in the State of Hawaii.
2. For certain positions, possession of a valid State of Hawaii Driver's license (Class 3) or any other valid comparable driver license may be required.

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 and 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.

This is an amendment to the minimum qualification specifications for the classes REGISTERED PROFESSIONAL NURSE II, III, IV, V, VI, VII & VIII, to update the Education, Quality of Experience, Selective Certification, Health & Physical and delete Mental/Emotional Requirements effective May 15, 2026.

APPROVED: May 15, 2026

JUANITA LAUTI
Vice President & Chief Human Resources Officer