

Minimum Qualification Specification
for the Class:RIS/PACS SPECIALIST
(RADIOLOGY INFORMATION SYSTEM/
PICTURE ARCHIVING AND COMMUNICATION SYSTEM)

Education: Bachelor's degree from an approved program recognized by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Excess work experience as described below in the experience section or any other responsible professional work experience, which provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while completing a university or college curriculum leading to a bachelor's degree from an approved program recognized by the Joint Review Committee on Education in Radiologic Technology may be substituted for education on a year-for-year basis.

To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

Experience:

Specialized Experience: Three (3) years of progressively responsible administrative work experience in Imaging services in a clinical or hospital environment.

License Requirement: A current State of Hawaii Radiologic Technologist license as a radiographer.

Certification Requirement: A current American Registry of Radiologic Technologist (ARRT) in Radiography (R).

Substitutions Allowed:Substitution for Education:

1. a. An Associate Degree in Radiologic Technology from a program accredited by the Hawaii Board of Radiologic Technology; and
- b. American Registry of Radiologic Technologist (ARRT) in Radiography; and
- c. State of Hawaii Radiologic Technologist license as a Radiographer.

The above three (3) documents may substitute for a bachelor's degree.

2. Excess work experience as described under the Specialized Experience Requirement which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a bachelor's degree may be substituted on a year-for-year basis.

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.

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.

This is an amendment to the minimum specification for the class RIS/PACS SPECIALIST to update the Education, Substitutions Allowed, Quality of Experience, Selective Certification, Health & Physical and delete Mental/Emotional Requirements effective January 14, 2026.

This is an amendment to re-title this class from RIS/PACS ADMINISTRATOR to
RIS/PACS SPECIALIST, effective March 11, 2014.

This is the first minimum qualification specifications for the class, RIS/PACS
Administrator effective April 30, 2009.

APPROVED: 01/14/2026

JUANITA LAUTI
Vice President & Chief Human Resources Officer