



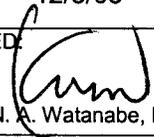
STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES
DEVELOPMENT
POLICIES AND PROCEDURES

POLICY NO. 200.004 ECCD/Class	NO. of PAGES 3
EFF. DATE 12/3/03	REV.NO./Date

TITLE:

**ESTABLISHMENT OF MINIMUM
QUALIFICATION REQUIREMENTS**

APPROVED:


Kathleen N. A. Watanabe, Director

I. POLICY

The Department of Human Resources Development shall establish minimum qualification requirements for civil service classes of work.

II. RATIONALE

The civil service system is based on the merit principle. The merit principle is the selection of persons based on their fitness and ability for public employment and the retention of employees based on their demonstrated appropriate conduct and productive performance. Minimum qualification requirements are the minimum experience, education, licensing and other requirements that would provide the knowledge and abilities necessary to perform the duties and responsibilities of a class of work.

III. SCOPE

Minimum qualification requirements shall be established for all civil service classes in the Executive Branch.

IV. RESPONSIBILITIES

The Department of Human Resources Development shall be responsible for the preparation of appropriate job-related minimum qualification requirements, with input from program managers, subject matter experts, and departmental personnel staff, for all civil service classes in the Executive Branch.

The employing department shall be responsible for the assessment of established minimum qualification requirements, prior to filling positions, to ensure that they are current and appropriate. In the event that the work or work situation or other relevant factors have changed in a manner that could affect the relevance of the current qualification requirements, the employing department will inform HRD, in accordance with established procedures.

ESTABLISHMENT OF MINIMUM QUALIFICATION REQUIREMENTS

POLICY NO. 200.004 (Eff. 12/3/03)

V. GENERAL PROVISIONS

- A. Minimum qualification requirements must be bonafide occupational qualification requirements, i.e., they must be essential and job-related.
- B. Minimum qualification requirements should reflect the knowledge, skills, abilities and competencies required to perform the work.
- C. Minimum qualification requirements should not pose artificial barriers, e.g., absolute educational degree, certification or other requirements, unless they are bonafide requirements (e.g., licensure required by law).
- D. Minimum qualification requirements should not generally include knowledge/skills that can be learned within a short period of time (e.g., six months), unless such skills are key characteristics of the class of work.
- E. Minimum qualification requirements are applicable to all positions in the class. Thus, all employees in the class must possess the designated essential education and/or experience. However, some positions also have specialized duties which require additional specialized knowledge and abilities in order to successfully perform the work. In these cases, selective certification requirements may be established to limit the pool of applicants to only those persons possessing the specialized knowledge/ability for those positions.
- F. Minimum qualification requirements may be supplemented by Desirable Qualification Requirements, if such requirements will further the objectives of a well qualified workforce.

VI. PROCEDURE

- A. When a new class is required, the employing agency shall complete and submit HRD 232 Worksheet for Identifying Knowledge, Skills and Abilities and recommended minimum qualification requirements (See Attachment A, Departmental Circular 82-6, May 13, 1982).

ESTABLISHMENT OF MINIMUM QUALIFICATION REQUIREMENTS

POLICY NO. 200.004 (Eff. 12/3/03)

- B. Prior to announcing vacancies and conducting recruitment or requesting a list of eligibles, departments should insure that the minimum qualification requirements for the class are still applicable and reflect all of the essential requirements for the position (See Attachment B, Departmental Circular 98-1).

VII. AUTHORITIES AND REFERENCES

§ 76-1, Hawai'i Revised Statutes, *Purposes; merit principle*.

§ 14-1-3 (3) (A) and (B), Hawai'i Administrative Rules, *General responsibilities of the director*

§ 14-1-8, Hawai'i Administrative Rules, *Equal employment opportunity*.

§ 14-1-15, Hawai'i Administrative Rules, *Definitions*.

Equal Employment Opportunity Commission Uniform Employee Selection Guidelines

VIII. ATTACHMENTS

Attachment A: Departmental Circular 82-6, Classification Actions Requiring the Establishment of a New Class, dated May 13, 1982.

Attachment B: Departmental Circular 98-1, Revised Procedures for the Review of Qualification Requirements Prior to Announcing a Vacancy, dated April 13, 1998.