



**STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES
DEVELOPMENT
POLICIES AND PROCEDURES**

POLICY NO. 200.005 ECCD/Class	NO. of PAGES 4
EFF. DATE 12/18/03	REV.NO./Date

TITLE: ESTABLISHMENT OF SELECTIVE CERTIFICATION REQUIREMENTS	APPROVED: Kathleen N. A. Watanabe, Director
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I. POLICY

The department of human resources development shall permit the use of selective certification when the duties of a specific position require an essential prerequisite, specialized knowledge or abilities, in addition to those required in the minimum qualification requirements of the class to which the position is allocated.

Selective certification limits recruitment or referral of eligibles to those individuals who meet the qualification requirements for the position as well as the class.

II. RATIONALE

Selective certification of eligibles is the means for assuring that only those eligibles possessing particular knowledge, skills and abilities not normally required for all positions in a class are referred to fill a specific vacancy.

III. SCOPE

Selective certification requirements may be established for any civil service position in the executive branch, in accordance with established policies and procedures.

IV. RESPONSIBILITIES

The department of human resources development ("HRD") shall be responsible for preparing policies and procedures for the establishment of appropriate job-related selective certification requirements.

V. GENERAL PROVISIONS

A. Selective certification requirements must be job-related. Management must identify and document the specific duties and knowledge, skills and abilities involved. Except for typing, the specific duties must also be described. Finally, where the connection between the duties and the special requirement are not self evident, and in all cases where specific specialized education and experience are required, the rationale must also be explicit and documented.

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- B. All such special requirements must be supported by business necessity and must reflect an essential pre-employment requirement rather than a desirable attribute or preference.
- C. The process of selective certification requires the adoption of a statement of minimum qualification requirements unique to the position which supplements the qualification requirements for the class. These official supplementary requirements are issued as Selective Certification Requirements ("SCR") for the position in question.
- D. All such requirements must be identified in advance of any recruitment efforts. Furthermore, approval of such special requirements by competent authority is required before they can be applied in the screening of candidates for the position.
- E. All such requirements must be applied consistently to all candidates for the position.
- F. All previously established requirements, and the supporting facts and rationale, must be reviewed by competent authority within the employing department prior to initiating steps to fill the position to ensure that the requirements, circumstances and justification are still current and valid.

VI. PROCEDURE

- A. The program manager/supervisor shall identify the need for selective certification, including the specific tasks, and unique knowledge and abilities required.
- B. The program manager/supervisor shall review the general provisions contained herein, the specific instructions applicable to the type of specialized knowledge/skill required, and complete the appropriate form in accordance with established policies and procedures.
- C. The division/program chief shall submit all necessary documents to the personnel office.
- D. The personnel office shall review the rationale provided and the consistency of the request with the work of the position.

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- E. The personnel office shall approve delegated selective certifications and notify HRD, Employee Classification and Compensation Division ("ECCD"). Forward all other requests (non-delegated) to HRD/ECCD for action.
- F. HRD/ECCD shall review the request and rationale, and as appropriate, establish a selective certification requirement.

VII. DELEGATION

This Policy replaces the Selective Certification Manual issued on October 18, 1983.

VIII. 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

IX. ATTACHMENTS

- Attachment A: Instructions for Authorizing Selective Certification Requirements for Typing (Delegated)
- Attachment B: Instructions for Authorizing Selective Certification Requirements for Driver's License, Class 3 (Delegated)
- Attachment C: Guidelines for Determining Driver's License, Class 4 and Commercial Driver's License Requirements (Delegated)
- Attachment D: Instructions for Authorizing Selective Certification for Lifting, Firearms, American Sign Language, Foreign Language (Delegated)
- Attachment E: Instructions for Authorizing Selective Certification Identical to SCRs Approved by HRD (Delegated)

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Attachment F: Instructions for Requesting Selective Certification Requirements (Non-Delegated)

Attachment G: Instructions for Authorizing Selective Certification Requirements for Hoisting Machine Operators (Delegated)