

Instructions for Authorizing Selective Certification Requirements
Driver's License, Class 3
(Delegated)

1. Coverage

Positions assigned tasks requiring possession of a valid license to drive in the State of Hawaii (State of Hawaii driver's license, class 3).

2. Procedures

a. Employing Department Preparation and Approval of HRD 234

Appropriate program personnel shall be provided a copy of these instructions and shall provide the information on the assigned tasks and other circumstances requiring a driver's license (HRD Form 234, Parts I, II and III).

The employing department's classification staff shall review the information in Parts I, II and III to insure that the facts provided are accurate and adequately stated and that the need for a class 3 driver's license is a genuine job requirement supported by business necessity.

The departmental personnel officer or authorized representative shall certify to these duties and circumstances, and concurrently, approve the selective certification requirements (SCR) (on behalf of the director of HRD), in Part IV of the HRD 234.

b. Reporting

The employing department shall:

- Annotate the appropriate position records in HRMS in accordance with established procedures for delegated selective certification (SCD) actions, and
- send one copy of the approved HRD 234 to HRD/ECCD.

c. Post Audit

If post audit indicates that documents do not contain sufficient justification for the action, the employing department classification staff will be notified.

3. Duration

a. Reallocations Under Delegation Procedures

When a position is reallocated via HRD-1 procedures, the SCR remains in effect and continues to apply regardless of the current class/level of the position.

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b. Other Reallocations/Redescriptions

When a position is redescribed, the SCR is automatically cancelled unless continuation of a selective certification is indicated on the HRD-1; also, include a statement that the duties requiring selective certification continue to exist. (Attach one copy of the existing delegated selective certification to the back of the position description.)

c. Cancellations

The employing department classification staff may cancel an SCR currently in effect at any time:

- 1) If the driving tasks are not described in the official position description, the SCR may be cancelled by submitting a copy of the SCR to be cancelled with the cancellation section signed by the departmental personnel officer or an authorized representative, or by submitting a memo which states:

"The Selective Certification Requirement for Position Number _____, (Authorized Class Title), (Authorized Class Code) , approved on (date) is cancelled." A copy of the cancelled SCR shall be sent to HRD/ECCD.

- 2) If the driving tasks are described in the official position description for the position, a redescription, deleting those tasks, must be submitted. This redescription automatically cancels the SCR.

4. Employing Department Responsibilities

- a. Existing SCR's shall be reviewed by the employing department prior to filling the position to ensure that the tasks and other circumstances have not changed and still support the requirement for typing and/or dictation.
- b. Existing SCR's shall be applied by the employing department in screening applications for internal employee movements.
- c. The employing department is responsible for informing the Employee Staffing Division, HRD, of approved SCR's by posting the words "Driver's License Class 3, SCR, approved date" on the requisition for eligibles.

The employing department may not indicate "Driver's License" on a requisition unless an SCR has been approved.

Selective Certification Requirement
Driver's License, Class 3)

I. Position Identification

Position No. _____ Authorized Class Title _____ Auth Class Code _____
Dept _____ Division _____ Branch _____

II. Tasks Requiring a Driver's License and Supporting Information

The specific tasks which involve driving and require a driver's license must be clearly identified. Further, specific information on the frequency, etc., of driving duties is needed to assure that the driving tasks and the need for a license are genuine job requirements. The information should be provided below. (Attach a more detailed statement if needed for clarity. If more than 2 major job tasks involve driving and require a license, list the additional tasks and information on a separate sheet following the same format.)

Task 1 (describe): _____

- a. Frequency of trips _____
b. Destination of trips _____
c. Purpose of trips _____
d. Special circumstances, if any, (e.g., need to transport others or materials) _____

- e. (1) Is alternative public transportation available? Yes No
(2) Reason for use of vehicle if public transportation is available _____
f. (1) Are other staff available to perform the driving? Yes No
(2) Reason for use of this position if other staff are available _____

Task 2 (describe): _____

- a. Frequency of trips _____
b. Destination of trips _____
c. Purpose of trips _____
d. Special circumstances, if any, (e.g., need to transport others or materials) _____

- e. (1) Is alternative public transportation available? Yes No
(2) Reason for use of vehicle if public transportation is available _____
f. (1) Are other staff available to perform the driving? Yes No

(2) Reason for use of this position if other staff are available _____

Provide any other information which demonstrates and explains the need for a driver's license for the position _____

III. Program Resource

Provide the requested information about the person who can be contacted if additional information is needed.

Name _____ Phone No. _____

Official Title _____

IV. Departmental Certification and Authorization

The essential duties of this position, as described above, involve driving a motor vehicle.

These assigned duties are hereby incorporated into the official position description of the position description of the position.

Certification of eligibles shall be restricted to those eligibles who meet the minimum qualification requirements of the class and possess a valid license to drive in the State of Hawaii.

The selective certification requirements will remain in effect when the position is reallocated (via HRD-1) downward for recruitment purposes and/or returned to the authorized level.

DATE APPROVED: _____

Signature of Department Head or
Authorized Representative

V. Cancellation

This Selective Certification Requirement is cancelled.

DATE: _____

Signature of Department Head or
Authorized Representative