

Instructions for Authorizing Selective Certification Requirements
Identical to SCRs Approved by HRD
(Delegated)

1. Coverage

- a. The duties and responsibilities of the position for which selective certification requirements (SCR) are to be established must be essentially identical to a position within the employing department that currently has an SCR that has been approved by HRD. The positions must be allocated to the same authorized class.
- b. The SCR to be established under this delegation of authority must be for the same kind (quality and quantity) of specialized requirements that have been approved by HRD.
- c. Selective Certification Requirements which restrict certification of eligibles to applicants of either male or female gender are not delegated.

2. Procedures

- a. Employing Department Preparation and Approval of Identical SCR
 1. The appropriate position number and organizational information should be indicated.
 2. Separate SCRs must be established for each individual position, regardless of the number of identical requests.
 3. The specialized duties, knowledge, skills and abilities, experience, certification, etc.) must be identical to the SCR that has been approved by HRD.
 4. The SCR should be signed by the departmental personnel officer or other authorized representative on behalf of the director of HRD.
 5. The SCR shall be effective on a current basis and is the date the SCR is approved by the departmental personnel officer or other authorized representative.
 6. A statement at the bottom of the newly established SCR should indicate the HRD-approved selective certification requirements that were used as reference: "Delegated SCR identical to SCR for position No. XXX, Authorized Class Title, approved by HRD mm/dd/yy."
- b. Reporting

The employing department shall enter appropriate data into HRMS and submit the following to HRD:

- One copy of the newly established SCR, with a copy of the reference SCR attached.

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- One copy of the newly established SCR attached to the official position description.
- Two copies of the newly established SCR to the Employee Staffing Division.

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 upward or downward for recruitment purposes (i.e., joint memo procedures), the SCR applies only to the class(es) indicated on the SCR.

b. Other Reallocations/Redescriptions

When a position is redescribed, the SCR is automatically cancelled.

c. Cancellations

The employing department classification staff may cancel an SCR that they established under this procedure at any time by submitting a copy of the SCR to be cancelled, or a memo signed by the departmental personnel officer or an authorized representative, 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.

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 phrase “SCR approved (date)” on the requisition for eligibles.

ATTACHMENT E-1
POLICY NO. 200.005
Selective Certification Requirements
for

10.910

AIR CONDITIONING MECHANIC I
(Position No. 333333)

This position is located at the University of Hawaii, Kauai Community College, Operations and Maintenance Section, and independently performs skilled air conditioning mechanic work. Duties and responsibilities of the position include maintaining, repairing, overhauling and operating air conditioning, ventilating and refrigerating systems and equipment such as water coolers, window air conditioning units, ice machines, walk-in freezers and refrigerators, helical rotary chillers, packaged air conditioners, reciprocating chillers, centrifugal chillers, etc.; conducting operational tests to obtain optimum performance of air conditioning, ventilating and refrigeration systems; locating and isolating malfunctions; and estimating the parts and labor needed to perform repairs.

According to Section 608 of the Environmental Protection Agency's (EPA) Clean Air Act, 1990, as amended, persons who maintain, service or repair low- and high-pressure air conditioning and refrigeration equipment, including small appliances, must be certified as Universal technicians. In view of the EPA certification requirements, the incumbent of this position must be certified as a Universal technician in order to perform the duties described above.

Therefore, certification of eligibles for this position shall be restricted to those applicants who meet the minimum qualification requirements for the class Air Conditioning Mechanic I, and are certified as Universal technicians.

DATE APPROVED: _____

DIANA H. KAAPU, Chief
Employee Classification and
Compensation Division

Delegated SCR identical to SCR for Position No. 43498, Air Conditioning Mechanic I, approved by HRD 8/25/00.