

Instructions for Authorizing Selective Certification Requirements
Lifting, Firearms, American Sign Language, Foreign Language
(Delegated)

1. Coverage

Positions assigned tasks requiring the ability to:

- lift/carry heavy items;
- use American Sign Language communication effectively;
- speak/write/read a foreign language;* or
- meet all federal and State regulations pertaining to the carrying, use and possession of firearms and ammunition (i.e., must be 21 years of age, with no misdemeanor or felony crime convictions for domestic violence).

2. Procedures

a. Employing Department Preparation of HRD 270.

Appropriate program personnel shall provide the information on the assigned tasks and other circumstances requiring the ability to lift and carry heavy items, use American Sign Language, speak a foreign language, or meet Federal and State requirements to carry and use firearms and ammunition (Parts I, II, III and IV).

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

The departmental personnel officer or authorized representative shall certify to the duties and circumstances, and concurrently, approve the selective certification requirements (SCR) (on behalf of the director of HRD) in Part V of the HRD 270.

*Foreign language selective certification requirements may not be placed on positions allocated to the classes Visitor Information Program Assistant I and Hawaiian Translator.

b. The employing department shall annotate the appropriate position record in HRMS in accordance with established procedures for delegated selective certification (SCD) actions.

c. Reporting

The employing department shall send one copy of the approved HRD 270 to DHRD/CCR.

d. Post Audit

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

ATTACHMENT D
POLICY NO. 200.005 Page 2 of 2 9/15/03

3. Duration

a. Reallocation Under Delegation Procedures

When a position is reallocated upward or downward for recruitment purposes via HRD-1, the SCR remains in effect and continues to apply regardless of the current class/level of the position. This provision does not apply to foreign language requirements for positions authorized as Visitor Information Program Assistant II.

b. Other Reallocations/Redescriptions

When a position is redescribed, the SCR is automatically cancelled unless continuation of 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 existing SCR at any time:

- 1) If the lifting/firearms/American Sign Language/foreign language 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 cancellations 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."

- 2) If the lifting/firearms/American Sign Language/foreign language 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 lifting/firearms/American Sign Language/foreign language.
- 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 of approved SCR's by posting the words "Lifting/Firearms/American Sign Language/Foreign Language, SCR, approved (date) " on the requisition for eligibles. The employing department may not indicate "Lifting/Firearms/American Sign Language/Foreign Language" on a requisition unless an SCR has been approved.

SELECTIVE CERTIFICATION REQUIREMENT
Lifting, Firearms, American Sign Language, Foreign Language
(Delegated)

I. Position Identification

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

II. Special Abilities

The officially assigned, essential duties of the position require the ability to:

- _____ Lift/carry objects weighing up to _____ pounds unassisted.
_____ Lift/carry objects weighing up to _____ pounds assisted by another person and/or use of equipment (e.g., hoisting equipment, hand truck).
_____ Meet all federal and State regulations pertaining to the carrying, use and possession of firearms and ammunition.
_____ Use American Sign Language communication effectively.
_____ Speak/write/read a foreign language.
Specify the language:
Check all applicable proficiency levels below.

- Understand routine oral communication
- Speak in response to routine oral communication
- Read non-technical material
- Write non-technical material

III. Tasks Requiring Special Abilities

For each special ability indicated above, describe the officially assigned work tasks that require the special ability. For each task, also indicate the frequency and duration (e.g., 4 hours daily).

IV. Program Resource

Name _____ Phone No. _____
Official Title _____

V. Departmental Certification

These duties are currently reflected in, or hereby incorporated into, the official position description of the position.

The special requirements indicated above must be brought to the job upon entry and must be maintained in order to satisfactorily perform the assigned tasks. Certification of eligibles shall therefore be restricted to those applicants who meet the minimum qualification requirements of the class and possess the ability/abilities indicated above.

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

Selective certification requirements for foreign language shall not be applied to Visitor Information Program Assistant I positions.

DATE APPROVED: _____
Signature of the Department Head or
Authorized Representative

VI. Cancellation

This Selective Certification Requirement is cancelled.

DATE: _____
Signature of the Department Head or
Authorized Representative