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GOVERNOR OF HAWAII



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STATE OF HAWAII
DEPARTMENT OF PERSONNEL SERVICES
825 Millani Street
HONOLULU, HAWAII 96813

Departmental Circular
Number 82-6

May 13, 1982

TO: All Department Heads and Personnel Officers
FROM: Donald Botelho, Director of Personnel Services
SUBJECT: Classification Actions Requiring the Establishment of a New Class

One of the most time-consuming work activities of the Classification and Compensation Review Division is the establishment of a new class. The need to establish a new class is also one major reason why certain requests for classification action are delayed, to the detriment of line department operations.

Insufficient information to make a decision on one or more factors (i.e., the need for a new class, the exact nature of work involved, the appropriate pricing, the proper bargaining unit and the appropriate minimum qualifications) is the rule, inasmuch as neither the existing position description form nor DPS 219 is designed to supply the necessary data.

An additional need is sufficient documentation in each of these areas in order to meet current and future management needs and to make explicit the rationales involved, especially in pricing and minimum qualifications, in order to satisfy EEO requirements.

In order to expedite the processing of classification requests involving the need for a new class, new procedures involving required analytic documents have been developed with the assistance of various departmental personnel officers. The procedures, which are effective immediately, are attached.

Several departments have expressed a desire for training in these procedures. Please call Ms. Diana H. Kaapu at 548-3441 by May 21, 1982 to indicate the individuals in your organization desiring training. A training session will be scheduled for these individuals in the near future.

Any questions regarding this memorandum should be addressed to Clement L. Kamalu, Chief, Classification and Compensation Review Division at 548-7592.

The assistance of your staff in developing the procedures and in implementing the system is appreciated.

DONALD BOTELHO

Attachments

REQUIREMENTS FOR REQUESTING
ALLOCATION OF A POSITION TO A NEW CLASS

I. Coverage

All Classification requests (initial allocation and reallocations) which require the establishment of a new class.

II. Documents Required and General Instructions

A. Documents

1. DPS 206 – position description
2. SF-1
3. DPS 219-B: Position Evaluation Form (New Class)
4. DPS 232: Worksheet for Identifying Knowledge, Skills and Abilities.

B. Instructions

Items 1 and 2 above, should be prepared and submitted according to existing instructions. However, it is strongly recommended that the Personnel Officer work closely with operating officials to insure that the actual work duties, responsibilities and relationships within the organization are clearly thought out and fully described on the position description.

Item 3 replaces the usual DPS 219. It should be prepared by the Personnel Officer. A copy of the form is attached.

Item 4 should be prepared according to the attached instructions.

III. Procedures

- A. When departments identify the need for a new class, all of the documents listed above should be submitted simultaneously for DPS action.

If there is substantial uncertainty regarding the need for a new class, which cannot be resolved through informal discussion with CCR staff, items 1-3 may be submitted for a preliminary reading on whether a new class is warranted. Departments will be notified via form letter (sample attached), as soon as possible after receipt, to proceed with completion of item 4 if a new class is deemed necessary. Please note that where the need for a new class is evident, processing of the material will be expedited by initial submission of all items simultaneously.

- B. When DPS, in the course of studying a request for classification action to an existing class, identifies the need for a new class, the employing agency may

be requested to complete the required Worksheet for Identifying Knowledge, Skills and Abilities. No further action will be taken on the position until the completed worksheets are returned.

- C. Departments must submit the required forms within 45 calendar days after notification that a new class is required. Extensions may be granted for a good cause, such as extended absences of incumbent or supervisor.

The position description will be retained in DPS during the time the worksheet is being prepared to facilitate a response to any inquires relative to the preparation of the DPS 232. However, work on the new class will be tabled until the documents are received.

If the DPS 232 is not returned within the authorized period, the position description will be returned without action. It may be resubmitted with the DPS 232 at any time.

- D. Effective Dates. When a filled position is involved, the original date of submission will be used to establish the effective date of any classification action, provided that the worksheets are returned within the authorized period (i.e., 45 days and any approved extensions).
- E. Departmental requests for participation by the assigned CCR PMS in the preparation of the DPS 232 will be honored to the extent workload permits.

DEPARTMENT OF PERSONNEL SERVICES
STATE OF HAWAII

DPS 219-B
5/7/82

POSITION EVALUATION FORM
(New Class)

Date: _____

1. CHECK ONE:

() New () Existing: _____
(Pos. No. Title, Pay Range, BU)

2. ORGANIZATION: _____
(Branch, Division, Department)

3. RECOMMENDED ACTION: _____
(Title, Pay Range, BU)

4. JUSTIFICATION FOR RECOMMENDED ACTION:

Attach additional sheets, providing the following information.

- A. *If position is an existing one, summarize any changes in duties and responsibilities including any additions and deletions. In the event there has been a reassignment of duties and responsibilities between positions, describe the reassignment and cite the reference position(s).*
- B. *Identify those significant, assigned tasks which form the basis of the request for a new class.*
- C. *Identify the existing classes (if any) most closely related to the position and explain why such class(es) are not appropriate for the position. If there are not related classes, so state.*

I certify that the position as described is not
contrary to the approved organization or
functional statements:

Authorized Personnel or Administrative
Officer or Specialist

STATE OF HAWAII
DEPARTMENT OF PERSONNEL SERVICES
825 Mililani Street
Honolulu, Hawaii 96813

MEMORANDUM TO:

FROM: Classification and Compensation Review Division
SUBJECT: Preparation of DPS 232, Worksheet for Identifying Knowledge, Skills and Abilities

A review of the position description(s) identified below indicates that a new class/series is required. Please prepare and submit the necessary DPS 232.

Position No. Title

The basis for our determination that a new class is required is:

- The kind of work is not reflected in any existing class.
- The level of work is not reflected in any existing class.
- There is no class which reflects the essential knowledge, skills and abilities and/or has appropriate minimum qualifications.
- _____
- _____
- _____

The completed DPS 232 must be returned by _____.

The position description will be retained in DPS during that time to facilitate a response to any inquires you may have relative to this determination or the preparation of the DPS 232. However, work on the preparation of the new class will not commence until the worksheets are returned.

If the DPS 232 is not returned within the period indicated, the position description will be returned to you without action. It may be resubmitted with the DPS 232 at any time.

If there are any questions, please feel free to call _____ at extension _____.

Sincerely,

CLEMENT L. KAMALU
Chief, Classification and
Compensation Review Division

GEORGE ARIYOSHI
GOVERNOR OF HAWAII



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INSTRUCTIONS

WORKSHEET FOR IDENTIFYING KNOWLEDGE, SKILLS AND ABILITIES (DPS Form 232, 5/7/82)

This worksheet (DPS Form 232, 5/7/82) is one of the fundamental documents used in establishing the minimum qualification specification which, in turn, is used in recruiting and screening applicants. Therefore, the information provided must be current, accurate and complete, and consistent with the assigned duties and responsibilities of the position(s).

The worksheet should provide the following information:

- (a) the significant tasks assigned to the position;
- (b) the importance of those tasks;
- (c) the knowledge, skills and abilities (KSAs) required for satisfactory performance;
- (d) the relationship between the tasks of the position and those KSAs required for their satisfactory performance;
- (e) the separation of those KSAs which should be brought to the position by a new employee from those which can be learned on the job; and
- (f) a statement of the types of experience and/or education which will provide the KSAs. The information should be limited to essential minimum qualifications and should not include "desirable" or "optimal" KSAs or qualifications.

Instructions:

1. Who Should Prepare: Operating personnel must be actively involved. The validity of the minimum qualification specifications eventually adopted is increased when the substance of the worksheet response is based on the job knowledge of those closest to the work; i.e., those who perform or supervise the work. However, some facility in job analysis is typically helpful in analyzing the job information efficiently and a broad knowledge of occupations and their demands may be useful in identifying required KSAs and appropriate training and experience, etc., particularly for new positions. Therefore, active participation by both operating personnel and departmental personnel specialists is usually required to prepare an adequate response. The form is usually easier to complete if two or more persons work on it in collaboration.

2. Departmental Review: The final worksheet must be reviewed and approved by the Personnel Officer.
3. Number of Forms to Complete: Complete one form for each new class. For a series, complete one form for each proposed class in the series. For supervisory/administrative positions in a new series, complete separate forms. However, those worker-level KSAs already identified as essential for lower levels need not be repeated. Instead, write in: "Same as required for (Proposed Title), KSA numbers _____ to _____."
4. Position Number: Enter the position number of the position to be assigned to the new class. If a new position is involved, enter the pseudo number. If several positions are to be assigned to the new class, enter their position numbers.
5. Proposed Title: Enter the proposed title for the new class.
6. Respondent(s): Enter the name and working title of all persons completing the form and the date. Record additional names on the back of the form. The form is generally easier to complete if two or more persons work on it in collaboration.
7. Tasks: Number and list the significant tasks the position(s) perform in the order they appear on the position description in the column labeled "Tasks". List tasks separately, to the extent possible, for convenience in responding to the next step. Separate different tasks even though they may be grouped as one task in the position description. (If several, somewhat different, positions are involved, consult your Personnel Officer.)
8. Percentage of Time: Indicate the percentage of time spent on each task in the column on the far left.
9. Importance/Significance of Tasks: Rate each task on a scale of 1-3 in terms of its significance or importance to satisfactory performance of the job, and enter in the column Importance/Significance of Tasks.
 - a. task is extremely important, enter "1"
 - b. task is of average importance, enter "2"
 - c. task is relatively unimportant, enter "3"
10. KSAs Required: Identify all the KSAs required for satisfactory performance of each task. In order to show which knowledge, skill or ability relates to which task, code them as follows: For Task No. 1, list under KSA Required 1a, 1b, 1c...Indicate whether you are referring to a knowledge, skill or ability. For

example, "2a. Knowledge of office practices and procedures; 2b. Knowledge of standard office formats for correspondence; 2c. Ability to follow written and oral instructions; 2d. Ability to type 45 net words per minute." You will probably find that certain tasks have the same KSAs as other tasks. You need not repeat the description of these KSAs, instead cite their code numbers. For example, "Same as 2a, 2c, 2f, 2e."

11. Special Requirements: List separately any special agility or dexterity or other special ability required. Indicate also any legal required license, certificate or permit needed to perform the work of the position and attach a copy of the statute or rules/regulations.
12. Essential for Entry: For each KSA, determine whether it is essential that the applicant have this KSA to perform this task, prior to appointment. If so, check () "essential for entry". If the KSA is normally acquired through brief on-the-job training, orientation, or "seasoning", etc., check () "can be trained for."
13. Recommended Minimum Experience and Education Requirements: Assess the essential KSAs listed for the important tasks and identify the typical ways (i.e., education, experience) such KSAs are acquired. Based on this assessment, indicate on an attachment, the specific qualification requirements you recommend. Follow the outline below:
 - a. Experience (if applicable)
 1. Specify the minimum number of months/years of experience required. If no experience is required, state "no experience required."
 2. Specify, in detail, the kind and quality (or level) of experience required.
 3. If education can be substituted for the required experience, specify the minimum kind and amount. If education cannot be substituted, so indicate.
 4. Education (if applicable)
 1. Specify the minimum kind and length of education required, e.g., bachelor's degree. If a specific degree is required, so indicate. If no education is required, state "no education required".
 2. If specific course work is required, indicate the nature of course work and number of credit hours required.

3. If experience can be substituted for the required education, specify the minimum amount and kind which is acceptable. If experience cannot be substituted, so indicate.
14. Additional Information: Departments are encouraged to add comments or clarifying information directly on the worksheets or on an attachment, wherever such information will facilitate understanding of the job and its requirements or otherwise contribute to the preparation of the final minimum qualifications.
15. Additional Sheets: Use as many pages of worksheets as necessary to cover all of the significant duties in the position description. The information in the heading of the worksheet need not be repeated. However, please enter the proposed title and page number of each sheet.
16. Submission: A copy of the complete worksheet should be submitted, through usual channels, to the Department of Personnel Services, Attention: Classification and Compensation Review Division. A copy should be retained by the primary line person completing the form and by the departmental personnel office.
17. Sample: A sample completed worksheet is attached for reference purposes.