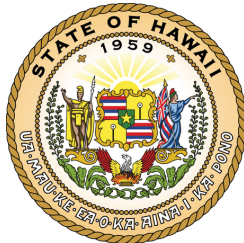




# Professional Trainee I

## Salary: \$3488/month



This recruitment will be used to fill entry level professional positions in a variety of programs, including agriculture, public housing, securities, etc.

### Duties Summary

As an entry-level trainee, the employee receives on-the-job training in the principles, concepts, work processes, methods and techniques, and reference materials fundamental to aspects of the professional work to be performed, and orientation to the goals, objectives, philosophies, etc. pertinent to the assigned program. Work assignments are clear-cut, routine, and are selected and designed to develop the employee in preparation for work at the higher level.

Upon completion of probation and continued satisfactory job performance, the successful employee will become eligible for promotion to higher-level positions within the assigned program.

### Minimum Qualification Requirements

**Basic Education/Experience Requirement:** A bachelor's degree from an accredited four-year college or university.

**Important Note to New Graduates:** If you graduated in May 2019, we encourage you to apply for this recruitment because your Bachelor's degree will be creditable. To receive credit for your academic training, you must submit, if available, a copy of your current transcripts.

If you are selected for hire, your appointment will not be approved until we receive a copy of your official transcripts (diplomas not acceptable) verifying your major field of study and the date of conferral of your degree.

**Progressively responsible administrative, professional or other analytical work experience** which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while fulfilling a prescribed college curriculum leading to a baccalaureate degree may be substituted for the required Education on a year-for-year basis.

The education or experience background must have demonstrated the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written material; perform research; and solve complex problems logically and systematically.

*The information provided above represents a summary of the complete Minimum Qualification Requirements. To view the Requirements in their entirety, please visit [http://files.hawaii.gov/dhrd/main/eccd/Class%20Specifications%20and%20Minimum%20Qualification%20Requirements/Group\\_I/1015.pdf](http://files.hawaii.gov/dhrd/main/eccd/Class%20Specifications%20and%20Minimum%20Qualification%20Requirements/Group_I/1015.pdf)*

FOR MORE INFORMATION VISIT US AT [HTTP://DHRD.HAWAII.GOV/JOB-SEEKERS/](http://DHRD.HAWAII.GOV/JOB-SEEKERS/)



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