

PART II	DEPARTMENT OF PERSONNEL SERVICES	3.812
	STATE OF HAWAII	3.814
.		3.816
		3.818
	Minimum Qualification Specifications	3.820
	for the Classes:	3.822

UNEMPLOYMENT INSURANCE SPECIALIST I, II, III, IV, V, VI
(UNEMPLOYMENT INS SPCLT I, II, III, IV, V, VI)

Basic Education/Experience Requirement:

Graduation from an accredited college or university.

Substitution of Experience for Education: Progressively responsible administrative, professional, technical, analytical or investigative work experience may be substituted for education on a year-for-year basis.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had experience of the kind and quality described in the statements below and in the amounts shown in the following table:

Class Title	Specialized Experience (years)	Supervisory or Staff Exper. (years)	Total Exper. (years)
Unemployment Ins Spclt I	0	0	0
Unemployment Ins Spclt II	1/2	0	1/2
Unemployment Ins Spclt III	1-1/2	0	1-1/2
Unemployment Ins Spclt IV	2-1/2	*	2-1/2
Unemployment Ins Spclt V	3-1/2	*	3-1/2
Unemployment Ins Spclt VI	3-1/2	1	4-1/2

Specialized Experience: Professional experience which involved a good understanding and application of unemployment laws, rules and regulations. Such experience may be gained by active participation in the examination and adjudication of unemployment insurance claims, in the investigation of unemployment compensation claims, or in the examination of financial records to insure conformance with federal or State unemployment insurance laws.

For Unemployment Insurance Specialist III and IV levels,

UNEMPLOYMENT INSURANCE SPECIALIST I, II, III, IV, V, VI
3.812, 3.814, 3.816, 3.818, 3.820, 3.822

applicants must have had one year of experience comparable to the next lower level in the State service.

For Unemployment Insurance Specialist V level and above, applicants must have had either one year of experience comparable to the level immediately below the one for which they have applied or two years of experience comparable to the second lower level. For example, for Unemployment Insurance Specialist V positions, applicants must have had a minimum of one year of experience comparable to the IV level or two years of experience comparable to the III level.

Supervisory or Staff Experience:

- A. Experience in the field of Unemployment Insurance which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing new employees.

*For the Unemployment Insurance Specialist IV and V levels, supervisory aptitude rather than the actual supervisory experience may be accepted. Supervisory Aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

- B. Experience in the field of Unemployment Insurance which involved work such as conducting studies and making recommendations for the development or revision of standards, policies, procedures and techniques pertaining to program or activity; giving technical advice and direction; gathering data to determine

UNEMPLOYMENT INSURANCE SPECIALIST I, II, III, IV, V, VI
3.812, 3.814, 3.816, 3.818, 3.820, 3.822

conformance with standards and requirements; conducting special studies; recommending staff improvements and developing training materials.

Substitutions Allowed:

Substitution of Supervisory or Staff Experience for Specialized Experience: Excess Supervisory or Staff Experience of the type and quality described above may be substituted for Specialized Experience on a year-for-year basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

License Requirement:

For certain positions, applicants may be required to possess a driver's license.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

This is an amendment to the minimum qualification specification for the classes UNEMPLOYMENT INSURANCE SPECIALIST I, II, III, IV, V & VI approved on June 17, 1969 due to incorporation of managerial levels in EMCP in accordance with Act 254, SLH 1980.

DATE APPROVED: 9/20/82

/s/ Clement L. Kamalu
for DONALD BOTELHO
Director of Personnel Services