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Minimum Qualification Specifications for the Class:SCHOOL LANDS & FACILITIES SPECIALIST
(SCHOOL LANDS & FACS SPCLT)Basic Education/Experience Requirements:

Graduation from an accredited four-year college or university with a Bachelor's degree.

Excess work experience as described below in the experience section or any other progressively responsible administrative, professional or 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.

Experience Requirements:

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind and length described below.

General Experience: Two and one-half years of progressively responsible professional work experience which demonstrated a high degree of analytical skill involving the ability to collect, analyze and evaluate facts; identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action; and the ability to read, comprehend and interpret complex material such as statutes, regulations, specifications and procedures; elicit information orally and in writing; and draft comprehensive reports of findings and conclusions. The experience must also have involved narrative report writing and demonstrated the ability to deal effectively with others.

In addition, applicants must demonstrate the ability to read and understand architectural and engineering plans and familiarity with data-based programs for personal computers.

Substitutions Allowed:

Substitution of Education for Experience: Possession of a Master's degree or successful completion of thirty graduate semester credit hours from an accredited college or university may be substituted for one year of General Experience.

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 applicant has the ability to perform the duties of the position for which applicant is being considered.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Tests:

Applicants may be required to qualify on an appropriate examination.

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 Superintendent or designee.

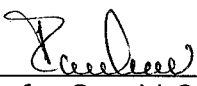
Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the minimum qualification specifications for the Executive Branch Civil Service class SCHOOL LANDS & FACILITIES SPECIALIST by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources