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PUBLIC HOUSING SPECIALIST/SUPERVISOR SERIES

This series includes the supervision, or performance of work involved in: 1) selecting and evaluating tenants for public housing projects; or 2) the direct control and conduct of operations of a housing project or projects.

Positions in this series generally reflect the requirement for knowledge and abilities in the various functions and processes which comprise public housing project operations: financial management, maintenance engineering, general housekeeping and administrative services; tenant and community relations; and rental and occupancy activities. At the lower levels, however, work may be limited to a specific functional area, thereby, decreasing the breadth of knowledge and abilities, and requisite experience required.

The class levels in this series are established with reference to various combinations of the following factors:

1. Nature and Purpose of Work.

2. Nature of Supervision Received.

3. Nature of Available Guidelines for Performance of Work.

4. Originality Required.

5. Purpose and Nature of Person-to-Person Work Relationships.

6. Nature and Scope of Recommendations, Commitments and Decisions.

7. Supervisory Responsibilities.

All of the factors are not discussed at each class level. The factors, when readily apparent in the discussion, have been combined at some class levels to avoid repetition.

This is an amendment to the class specifications for the classes PUBLIC HOUSING SPECIALIST I (approved October 12, 1967), PUBLIC HOUSING SPECIALIST

II (approved January 7, 1977), Public Housing Manager III (approved January 7, 1977), Public Housing Manager IV (approved March 14, 1972), Public Housing Manager V & VI (approved October 12, 1967) due to incorporation of managerial levels in EMCP in accordance with Act 254, SLH 1980, and a change in title from Public Housing Manager III, IV, V & VI to PUBLIC HOUSING SUPERVISOR III, IV, V & VI, respectively, effective October 1, 1982.

DATE APPROVED: 9/20/82

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

PUBLIC HOUSING SPECIAIST I

3.706

Duties Summary:

Serving in a trainee capacity, receives training in the various functions and processes which comprise Public housing operations; performs simple assignments in one or more of the functional areas of housing management.

Distinguishing Characteristics:

1. Nature and Purpose of Work

This is the entry-level trainee class, designed to provide a career-oriented introduction to the functions and processes of public housing operations: financial management, maintenance engineering, general housekeeping and administrative services, tenant and community relations and rental and occupancy activities. Work assignments are clear cut, routine and designed to provide concentrated experience and training in one or more of the abovementioned functional areas.

2. Nature of Supervision Received

Close supervision is exercised over the work assigned. Specific and detailed instructions as to the tasks to be performed and the procedures to be followed are outlined at the time the assignment is made. However, as training nears completion,

simple and moderately difficult assignments may be performed under general supervision, allowing for some independence of action.

3. Guidelines Available

As a part of the overall training plan, employees in this class become familiar with and utilize the following guides: Federal Public Housing Administration and Hawaii Housing Authority laws, rules, regulations, policies and procedures; departmental and HHA organizational manuals and directives; and specific instructions.

4. Nature and Scope of Recommendations, Commitments and Decisions

There is no responsibility for independent recommendations and decisions at this level.

Examples of Duties:

Attends orientation and training sessions; learns the various functions and processes which comprise public housing operations; accompanies higher level specialists/supervisors on field trips as an observer; concurrently performs simple tasks in one or more of the functional areas for the purpose of gaining knowledge and developing skill in the application of work processes and techniques; and performs other duties as assigned.

Knowledge and Abilities Required:

Knowledge of: A general understanding of the fields of public administration, social science and/or business administration.

Ability to: Learn federal and State public housing laws, rules, regulations, policies and procedures; collect, evaluate and interpret facts; learn interviewing principles and techniques; secure the confidence and cooperation of others; keep fiscal records and prepare financial statements and reports; prepare and present oral and/or written reports.

PUBLIC HOUSING SPECIALIST II 3.708

Duties Summary:

Performs the full range of assignments in one or more functional areas of public housing operations; may serve as a supervisory trainee.

Distinguishing Characteristics:

1. Nature and Purpose of Work

This class is the independent worker level within one or more of the supportive functional areas of public housing operations; for example: tenant relations; interviewing and evaluating applicants and tenants; or tenant relocation. Work assignments encompass the full range of difficulty.

This class also encompasses a supervisory trainee. Work assignments involve assisting housing project supervisors in the operations of a public housing area. Assignments are designed to give a complete exposure to operational public housing problems and operating practices. With the exception of the simpler tasks, assignments are accompanied by detailed instructions.

2. Nature of Supervision Received

Supervision received at this level is normally of a general nature; thereby requiring that assignments be performed independent of continued supervision. The approach to and the handling of assignments are the responsibility of an incumbent. Unusual problems are referred to a supervisor or other higher level personnel.

Positions involving work of a supervisory trainee are under general supervision when assignments are of a simple to moderately complex nature. The more complex assignments are accompanied by detailed instructions and are reviewed closely for correctness of method and approach.

3. Guidelines Available

Same as I. However, at this level, the incumbent is expected to be thoroughly familiar with those guidelines applicable to his functional assignment, thereby eliminating the need for detailed instructions.

4. Nature and Scope of Recommendations, Commitments and Decisions

Recommendations and commitments, where delegated, are limited to individual assignments.

5. Personal Work Contacts

Personal contacts at this level are characterized by responsibility for maintaining effective working relationships with prospective tenants, tenants, private home and apartment owners, other community resources and members of the general public. Contacts may be initiated to:

a. determine eligibility of applicants for public housing;

b. assist tenants with problems associated with their adjustment to public housing occupancy;

c. refer tenants for services;

d. re-evaluate tenant eligibility; and

e. relocate tenants due to the closing, or decrease in number of units of a housing project.

Examples of Duties:

Coordinates a housing project's social and community activities and services; evaluates the need for and level of activities and services provided by community agencies and organizations; assists tenants in adjusting to living in a public housing setting; refers tenants to community resources and provides interim and/or supportive counseling; re-evaluates tenant families for continued eligibility; assists displaced tenants and others in seeking suitable homes; acquaints new tenants with project rules and regulations; receives and processes initial applications for tenancy in housing projects; establishes eligibility for admission to housing projects; determines rentals to be charged by referring to official rates; investigates tenant complaints; participates in on-the-job training.

Knowledge and Abilities Required:

Knowledge of: The principles, methods and techniques which apply to the particular functional area of public housing operation; federal and State public housing laws, rules, regulations, policies and procedures; interviewing principles and techniques; sources of information concerning the renting or purchasing of homes; socioeconomic factors influencing human behavior; community resources and their utilization.

Ability to: Collect, evaluate and interpret facts; secure the confidence and cooperation of others; maintain accurate records; present oral and written reports.

PUBLIC HOUSING SUPERVISOR III 3.710

Duties Summary:

Assists in the control and conduct of the operation of public housing projects in a designated area or district; and performs other duties as required.

Distinguishing Characteristics:

1. Nature and Purpose of Work:

This class involves responsibility for assisting the supervisor of a public housing area or district by performing various functions on a regular basis and as a primary work assignment. Assignments are designed to provide experience in conducting the day-to-day activities in the various functional aspects of public housing supervision and/or to relieve the supervisor of day-to-day tasks in one or more areas of public housing operation.

2. Nature of Supervision Received

Supervision varies from close to general depending on the complexity of the assignment and the incumbent's previous exposure to the type of situation involved. As an incumbent gains experience in the various areas of work, supervision becomes more general and review of decision is primarily to insure consistency with established policies and precedents.

3. Guidelines Available

Federal Public Housing Administration laws, rules and regulations; departmental and Hawaii Housing Authority rules, regulations, policies and procedures; collective bargaining contracts; and specific instructions.

4. Nature and Scope of Recommendations, Commitments and Decisions

A position in this class conducts special studies and prepares reports and recommendations in assigned areas of public housing operation. A position in this class may be delegated responsibility to take final action in designated areas of public housing operation and during the absence of the supervisor, may be delegated authority, within established guidelines, to take action in other areas of public housing operation.

5. Supervisory Responsibilities:

The class involves assisting the supervisor in the direction of area staff, including but not limited to the clerical personnel and public housing specialists in the area or district. Supervisory tasks at this level are generally limited to providing guidance in specific cases, and making day-to-day assignments to the staff in response to immediate needs.

6. Personal Work Contacts

Contacts with tenants, community groups and members of the general public are generally for the purpose of developing and maintaining a clear understanding of public housing goals and objectives and the role the project should play in the total pattern of community organization. Contacts with the tenants are often for the purpose of insuring adherence to rules and regulations; assisting them with their housing problems and complaints, collecting rental fees, etc.

Examples of Duties:

Participates in on-the-job and other developmental activities; conducts special studies, prepares reports and recommendations on assigned subjects; participates in various operational activities including supervision of staff, investigating complaints and recommending or implementing corrective action, authorizing tenant requests, granting rental extensions and other changes to rental agreements; conducts meetings with employees on programs and activities and represents supervisor at tenant meetings.

Knowledge and Abilities Required:

Knowledge of: Problems in housing low income families; the objectives and purpose of low rent housing; principles and practices of real property management and the management of rental properties; office practices and procedures.

Ability to: Plan and organize the work of others; learn and apply supervisory principles to the various functional areas of public housing operation.

PUBLIC HOUSING SUPERVISOR IV 3.712

Duties Summary:

Assists in planning, organizing, directing and coordinating the operations of public housing projects; or serves as staff specialist in the development and evaluation of programs and functions; and performs other duties as required.

Distinguishing Characteristics:

1. Nature and Purpose of Work

This class involves responsibility for assisting a higher level Public Housing Supervisor in all aspects of the operation of several public housing projects or rent supplement and leased housing projects. Because of the scope and location of the projects, operations are relatively complex, present a high incidence of social welfare and related problems, and consequently require the assistance of a position in this class. Delegated responsibilities include the supervision of subordinate public housing specialist and clerical and building maintenance staffs; the rental of units to eligible applicants; the development of tenant social and recreational groups; and the collection and recording of rental payments.

This class may reflect the work of a staff specialist concerned with the development of programs, policies and procedures, the provision of technical guidance, the evaluation and reporting of program activities, etc., in a broad area of public housing, on a statewide basis.

2. Nature of Supervision Received

Work is performed under general supervision of the supervisor in charge of the projects. Results are generally reviewed for compliance with administrative directives, policy and procedural determinations. In most instances, the implementation of decisions is not subject to prior review by higher level personnel. Recommendations for the initiation of new programs, policies or procedures are subject to review for conformance with overall goals and objectives of the organization.

3. Guidelines Available

Same as level III.

4. Nature and Scope of Recommendation, Commitments and Decision

This class reflects responsibility for developing recommendations on policy and procedural revisions and for the solution of major tenant problems, changes in programs, staff utilization, etc. Positions at this level also have delegated responsibility for final decision concerning day-to-day operations of one or more public housing projects. During the absence of the project supervisor, takes final action on all matters within the framework of policies and procedures.

5. Personal Work Contacts

Contacts with tenants, community groups and members of the general public are generally for the purpose of developing and maintaining a clear understanding of public housing goals and objectives and the role the project should play in the total pattern of community organization. Contacts with the tenants are often for the purpose of assisting them with their housing problems and complaints, collecting rental fees, etc.

Examples of Duties:

Serves as deputy or relief supervisor of several large public housing projects. This includes assisting in the planning, organizing and coordination of project operations, investigating tenant complaints and difficulties; inspecting property to ascertain the need for repairs; developing tenant recreation and social programs, and supervising others in carrying out tenant relations, clerical and maintenance activities.

Serves as staff specialist; conducts special studies; develops new or improved programs in a broad area of public housing operation; develops and recommends new

policies and procedures; reviews program activities; provides technical guidance to staff and tenant organizations; provides and/or coordinates informational and educational activities; conducts social studies; and prepares reports, guidelines and correspondence.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the III level, must have knowledge of the principles and practices of supervision and be able to plan, organize and direct the work of others in carrying out tenant relations work; establish and maintain effective working relationships with community leaders, the general public and public housing tenants.

PUBLIC HOUSING SUPERVISOR V 3.714

Duties Summary:

Plans, organizes, directs and coordinates the operation of a public housing project or projects.

Distinguishing Characteristics:

1. Nature and Purpose of Work

This class involves responsibility for representing the Hawaii Housing Authority in the operation of one or more housing projects. Housing operations are affected by a high incidence of social problems; e.g., vandalism, delinquency among minor tenants, instability of family life, etc.

Responsibilities include the direction of clerical and building maintenance activities through two or more subordinate levels of supervisors; the rental of units to eligible applicants; the development of tenant social and recreational programs and groups, and the collecting and recording of rental payments.

2. Nature of Supervision Received

Same as level IV.

3. Guidelines Available

Same as level III.

4. Nature and Scope of Recommendations, Commitments and Decisions

Same as level IV.

5. Personal Work Contacts

Same as level IV, except that they are more intense due to the size and character of the population of the community in which the project is located, and the relatively large number of rental units.

Examples of Duties:

Serves as the supervisor of the operation of a public housing project or projects. This includes the planning, organizing and coordination of project operations; investigating tenant complaints and difficulties; inspecting property to ascertain the need for repairs; and developing tenant recreation and social activities.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the III level, must have knowledge of the principles and practices of supervision and be able to plan, organize and direct the work of others in carrying out tenant relations work; establish and maintain effective working relationships with community leaders, the general public and public housing tenants.

PUBLIC HOUSING SUPERVISOR VI 3.716

Duties Summary:

Directs and coordinates the operation of all public housing projects located in the principal public housing district.

Distinguishing Characteristics:

1. Nature and Purpose of Work

This class involves responsibility for the operation of the segment of the public housing program covering four or more project groupings in the Oahu District. Assisted by subordinate project managers and central maintenance and tenant selection staffs, the position in this class is responsible for tenant relations, housing facilities maintenance, and the development and execution of an operating budget.

2. Nature of Supervision Received

Work is performed under general administrative supervision. Prior approval of decisions affecting the overall operation and routine maintenance services of the project areas is not required. Programs are reviewed for conformance with general administrative policies, procedures, goals and objectives.

3. Guidelines Available

The guides and precedents available at the lower levels are limited in their usefulness. They provide a broad framework for operating decisions; but, in many instances, they are only partially related to the problem. The incumbent of the position in this class is, therefore, expected to exercise judgment in arriving at decisions which are compatible with efficient public housing operation.

4. Nature and Scope of Recommendations, Commitments and Decisions

Within broad program goals and objectives, the position in this class is responsible for establishing, revising and implementing policies and procedures relating to the operation of the public housing projects. This class also includes responsibility for recommending an operating budget, and also the review and recommendation of expenditure of funds.

5. Personal Work Contacts

At this level, contacts outside the supervisory chain-of command are limited to representatives of federal and State agencies and community organizations. Contacts with individual tenants are on an exception basis.

Examples of Duties:

Serves as the general supervisor of all public housing projects within a major metropolitan area. This includes developing and implementing operating policies and procedures; the preparation and justification of an operating budget; and the supervision of central maintenance, tenant selection and tenant community relations activities.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the V level, incumbents of positions at this level must have a knowledge of the operational structure of the Hawaii Housing Authority and its relationship to the federal government and the community, the ability to develop and implement operational policies and procedures and the ability to apply sound operational principles and techniques.

PUBLIC HOUSING SPECIALIST I	3.706	3706.pdf	3706mq.pdf		13	BU13	SR16
PUBLIC HOUSING SPECIALIST II	3.708	3706.pdf	3706mq.pdf		13	BU13	SR18
PUBLIC HOUSING SUPERVISOR III	3.710	3706.pdf	3706mq.pdf		13	BU13	SR20
PUBLIC HOUSING SUPERVISOR IV	3.712	3706.pdf	3706mq.pdf		23	BU13	SR22
PUBLIC HOUSING SUPERVISOR V	3.714	3706.pdf	3706mq.pdf		23	BU13	SR24
PUBLIC HOUSING SUPERVISOR VI	3.716	3706.pdf	3706mq.pdf		23	BU13	SR26

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 10/01/2008
Bargaining Unit: 13 Prof Scientific, Non-Supv

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR12	ANN	30,780	32,064	33,360	34,656	36,024	37,452	38,988				
	MON	2,565	2,672	2,780	2,888	3,002	3,121	3,249				
	8HR	118.40	123.36	128.32	133.28	138.56	144.08	149.92				
	HRLY	14.80	15.42	16.04	16.66	17.32	18.01	18.74				
SR13	ANN	32,064	33,360	34,656	36,024	37,452	38,988	40,548				
	MON	2,672	2,780	2,888	3,002	3,121	3,249	3,379				
	8HR	123.36	128.32	133.28	138.56	144.08	149.92	155.92				
	HRLY	15.42	16.04	16.66	17.32	18.01	18.74	19.49				
SR14	ANN	33,360	34,656	36,024	37,452	38,988	40,548	42,132				
	MON	2,780	2,888	3,002	3,121	3,249	3,379	3,511				
	8HR	128.32	133.28	138.56	144.08	149.92	155.92	162.08				
	HRLY	16.04	16.66	17.32	18.01	18.74	19.49	20.26				
SR15	ANN	34,656	36,024	37,452	38,988	40,548	42,132	43,824	45,576			
	MON	2,888	3,002	3,121	3,249	3,379	3,511	3,652	3,798			
	8HR	133.28	138.56	144.08	149.92	155.92	162.08	168.56	175.28			
	HRLY	16.66	17.32	18.01	18.74	19.49	20.26	21.07	21.91			
SR16	ANN	36,024	37,452	38,988	40,548	42,132	43,824	45,576	47,412	49,332	51,312	53,352
	MON	3,002	3,121	3,249	3,379	3,511	3,652	3,798	3,951	4,111	4,276	4,446
	8HR	138.56	144.08	149.92	155.92	162.08	168.56	175.28	182.32	189.76	197.36	205.20
	HRLY	17.32	18.01	18.74	19.49	20.26	21.07	21.91	22.79	23.72	24.67	25.65
SR17	ANN	37,452	38,988	40,548	42,132	43,824	45,576	47,412	49,332	51,312	53,352	55,500
	MON	3,121	3,249	3,379	3,511	3,652	3,798	3,951	4,111	4,276	4,446	4,625
	8HR	144.08	149.92	155.92	162.08	168.56	175.28	182.32	189.76	197.36	205.20	213.44
	HRLY	18.01	18.74	19.49	20.26	21.07	21.91	22.79	23.72	24.67	25.65	26.68
SR18	ANN	38,988	40,548	42,132	43,824	45,576	47,412	49,332	51,312	53,352	55,500	57,708
	MON	3,249	3,379	3,511	3,652	3,798	3,951	4,111	4,276	4,446	4,625	4,809
	8HR	149.92	155.92	162.08	168.56	175.28	182.32	189.76	197.36	205.20	213.44	221.92
	HRLY	18.74	19.49	20.26	21.07	21.91	22.79	23.72	24.67	25.65	26.68	27.74
SR19	ANN	40,548	42,132	43,824	45,576	47,412	49,332	51,312	53,352	55,500	57,708	60,024
	MON	3,379	3,511	3,652	3,798	3,951	4,111	4,276	4,446	4,625	4,809	5,002
	8HR	155.92	162.08	168.56	175.28	182.32	189.76	197.36	205.20	213.44	221.92	230.88
	HRLY	19.49	20.26	21.07	21.91	22.79	23.72	24.67	25.65	26.68	27.74	28.86

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 10/01/2008
Bargaining Unit: 13 Prof Scientific, Non-Supv

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR20	ANN	42,132	43,824	45,576	47,412	49,332	51,312	53,352	55,500	57,708	60,024	62,424
	MON	3,511	3,652	3,798	3,951	4,111	4,276	4,446	4,625	4,809	5,002	5,202
	8HR	162.08	168.56	175.28	182.32	189.76	197.36	205.20	213.44	221.92	230.88	240.08
	HRLY	20.26	21.07	21.91	22.79	23.72	24.67	25.65	26.68	27.74	28.86	30.01
SR21	ANN	43,824	45,576	47,412	49,332	51,312	53,352	55,500	57,708	60,024	62,424	64,920
	MON	3,652	3,798	3,951	4,111	4,276	4,446	4,625	4,809	5,002	5,202	5,410
	8HR	168.56	175.28	182.32	189.76	197.36	205.20	213.44	221.92	230.88	240.08	249.68
	HRLY	21.07	21.91	22.79	23.72	24.67	25.65	26.68	27.74	28.86	30.01	31.21
SR22	ANN	45,576	47,412	49,332	51,312	53,352	55,500	57,708	60,024	62,424	64,920	67,488
	MON	3,798	3,951	4,111	4,276	4,446	4,625	4,809	5,002	5,202	5,410	5,624
	8HR	175.28	182.32	189.76	197.36	205.20	213.44	221.92	230.88	240.08	249.68	259.60
	HRLY	21.91	22.79	23.72	24.67	25.65	26.68	27.74	28.86	30.01	31.21	32.45
SR23	ANN	47,412	49,332	51,312	53,352	55,500	57,708	60,024	62,424	64,920	67,488	70,224
	MON	3,951	4,111	4,276	4,446	4,625	4,809	5,002	5,202	5,410	5,624	5,852
	8HR	182.32	189.76	197.36	205.20	213.44	221.92	230.88	240.08	249.68	259.60	270.08
	HRLY	22.79	23.72	24.67	25.65	26.68	27.74	28.86	30.01	31.21	32.45	33.76
SR24	ANN	51,312	53,352	55,500	57,708	60,024	62,424	64,920	67,488	70,224	73,044	75,960
	MON	4,276	4,446	4,625	4,809	5,002	5,202	5,410	5,624	5,852	6,087	6,330
	8HR	197.36	205.20	213.44	221.92	230.88	240.08	249.68	259.60	270.08	280.96	292.16
	HRLY	24.67	25.65	26.68	27.74	28.86	30.01	31.21	32.45	33.76	35.12	36.52
SR25	ANN	53,352	55,500	57,708	60,024	62,424	64,920	67,488	70,224	73,044	75,960	78,984
	MON	4,446	4,625	4,809	5,002	5,202	5,410	5,624	5,852	6,087	6,330	6,582
	8HR	205.20	213.44	221.92	230.88	240.08	249.68	259.60	270.08	280.96	292.16	303.76
	HRLY	25.65	26.68	27.74	28.86	30.01	31.21	32.45	33.76	35.12	36.52	37.97
SR26	ANN	55,500	57,708	60,024	62,424	64,920	67,488	70,224	73,044	75,960	78,984	82,128
	MON	4,625	4,809	5,002	5,202	5,410	5,624	5,852	6,087	6,330	6,582	6,844
	8HR	213.44	221.92	230.88	240.08	249.68	259.60	270.08	280.96	292.16	303.76	315.84
	HRLY	26.68	27.74	28.86	30.01	31.21	32.45	33.76	35.12	36.52	37.97	39.48
SR27	ANN	57,708	60,024	62,424	64,920	67,488	70,224	73,044	75,960	78,984	82,128	85,428
	MON	4,809	5,002	5,202	5,410	5,624	5,852	6,087	6,330	6,582	6,844	7,119
	8HR	221.92	230.88	240.08	249.68	259.60	270.08	280.96	292.16	303.76	315.84	328.56
	HRLY	27.74	28.86	30.01	31.21	32.45	33.76	35.12	36.52	37.97	39.48	41.07

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 10/01/2008
Bargaining Unit: 13 Prof Scientific, Non-Supv

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR28	ANN	62,424	64,920	67,488	70,224	73,044	75,960	78,984	82,128	85,428	88,848	92,400
	MON	5,202	5,410	5,624	5,852	6,087	6,330	6,582	6,844	7,119	7,404	7,700
	8HR	240.08	249.68	259.60	270.08	280.96	292.16	303.76	315.84	328.56	341.76	355.36
	HRLY	30.01	31.21	32.45	33.76	35.12	36.52	37.97	39.48	41.07	42.72	44.42
SR29	ANN	64,920	67,488	70,224	73,044	75,960	78,984	82,128	85,428	88,848	92,400	96,108
	MON	5,410	5,624	5,852	6,087	6,330	6,582	6,844	7,119	7,404	7,700	8,009
	8HR	249.68	259.60	270.08	280.96	292.16	303.76	315.84	328.56	341.76	355.36	369.68
	HRLY	31.21	32.45	33.76	35.12	36.52	37.97	39.48	41.07	42.72	44.42	46.21
SR30	ANN	67,488	70,224	73,044	75,960	78,984	82,128	85,428	88,848	92,400	96,108	99,924
	MON	5,624	5,852	6,087	6,330	6,582	6,844	7,119	7,404	7,700	8,009	8,327
	8HR	259.60	270.08	280.96	292.16	303.76	315.84	328.56	341.76	355.36	369.68	384.32
	HRLY	32.45	33.76	35.12	36.52	37.97	39.48	41.07	42.72	44.42	46.21	48.04
SR31	ANN	70,224	73,044	75,960	78,984	82,128	85,428	88,848	92,400	96,108	99,924	103,944
	MON	5,852	6,087	6,330	6,582	6,844	7,119	7,404	7,700	8,009	8,327	8,662
	8HR	270.08	280.96	292.16	303.76	315.84	328.56	341.76	355.36	369.68	384.32	399.76
	HRLY	33.76	35.12	36.52	37.97	39.48	41.07	42.72	44.42	46.21	48.04	49.97
SC01	ANN	73,044	75,960	78,984	82,128	85,428	88,848	92,400	96,108	99,924	103,944	108,096
	MON	6,087	6,330	6,582	6,844	7,119	7,404	7,700	8,009	8,327	8,662	9,008
	8HR	280.96	292.16	303.76	315.84	328.56	341.76	355.36	369.68	384.32	399.76	415.76
	HRLY	35.12	36.52	37.97	39.48	41.07	42.72	44.42	46.21	48.04	49.97	51.97
SC02	ANN	75,960	78,984	82,128	85,428	88,848	92,400	96,108	99,924	103,944	108,096	112,404
	MON	6,330	6,582	6,844	7,119	7,404	7,700	8,009	8,327	8,662	9,008	9,367
	8HR	292.16	303.76	315.84	328.56	341.76	355.36	369.68	384.32	399.76	415.76	432.32
	HRLY	36.52	37.97	39.48	41.07	42.72	44.42	46.21	48.04	49.97	51.97	54.04
SC03	ANN	78,984	82,128	85,428	88,848	92,400	96,108	99,924	103,944	108,096	112,404	116,904
	MON	6,582	6,844	7,119	7,404	7,700	8,009	8,327	8,662	9,008	9,367	9,742
	8HR	303.76	315.84	328.56	341.76	355.36	369.68	384.32	399.76	415.76	432.32	449.60
	HRLY	37.97	39.48	41.07	42.72	44.42	46.21	48.04	49.97	51.97	54.04	56.20

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT 1.015
STATE OF HAWAII 1.016
1.017
Class Specification for 1.018
the classes: 1.019

OFFICE ASSISTANT I, II, III, IV and V

SERIES DEFINITION

The classes in this series reflect responsibility, as a primary function, for performing a variety of clerical support services. Services provided and duties performed range from simple, routine tasks (e.g., sorting, filing, retrieving, duplicating, mailing, posting and processing paper and electronic data and records; counting, tallying, compiling, verifying and/or correcting information) to more involved activities (e.g., providing information and assistance to others about services available and/or applicable policies and procedures; assisting customers with access to services, screening calls and visitors; scheduling meetings; ordering and maintaining office supplies and equipment; preparing a variety of documents using word processing, spreadsheet and other office equipment and technologies; supervising and performing other clerical activities in support of the day-to-day operations of a work unit).

Levels in this series are distinguished primarily on the basis of the following factors:

1. Complexity of work
2. Supervision received
3. Knowledge and abilities required
4. Nature of available guidelines
5. Supervision exercised

CLASSIFICATION FACTORS AND EVALUATION

The primary key to the interpretation of the classes in this series is a consideration of the **overall** character, scope and complexity of duties. Complexity is relative and the use of the word "complex" in the specification, with or without various modifiers, is in terms of these classes only. The Examples of Duties contain duties representative of a given level and are to be used to clarify the more generalized statements contained in the Class Distinguishers.

Positions in this series typically perform a mixed level of duties, and therefore, will normally be evaluated on the basis of the highest level of work performed for a **substantial** amount of time under general supervision. The presence of a couple of

higher level duties performed for an insignificant amount of time, or under close or immediate supervision for training or other purposes will not be considered in level determination. Moreover, while the Examples of Duties portion of a specification does not normally repeat duties presented in the specification for lower-level classes, it is understood that the duties of lower level classes are an implied part of the range of work of higher level cases. Further, where a specific duty is not mentioned in a specification, its level shall be evaluated in terms of the manner and circumstances in which it is performed and compared against the representative duties listed in the specifications.

CLASS DISTINGUISHERS

OFFICE ASSISTANT I (1.015) - Performs simple and repetitive clerical work tasks with very little variableness, in accordance with established procedures, as directed. The work typically involves a short cycle of various tasks and manual dexterity.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

1. Sorts and files materials.
2. Opens and date-stamps mail.
3. Mends torn pages.
4. Duplicates material using a copying machine.
5. Counts various items and performs simple computations.
6. Performs simple and repetitive data entry and/or typing of forms and labels.
7. May also serve as walking messenger.

OFFICE ASSISTANT II (1.016) – Performs moderately complex clerical work involving various standard clerical routines that are carried out on a regular or rotational basis, in accordance with standard practice and instructions; and/or supervises and participates in performing simple and repetitive clerical work tasks that are primarily procedural in nature and carried out in accordance with specific instructions or clearly defined procedures.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

1. Creates, edits, prints, stores, retrieves and deletes documents using a computer and word processing and other software, in draft or final form, from rough or corrected copy where instructions as to format and arrangement are available. Keyboarding/typing speed and accuracy are typically required.

2. Proofreads typed materials for spelling, punctuation and grammatical errors and makes corrections.

3. Sorts, arranges and files material in accordance with established procedures.

4. Gives out forms and provides standard instructions and assistance to the public in filling out requested information.

5. Checks records and forms such as applications, permits, requisitions, vouchers and other materials for completeness and accuracy in accordance with prescribed procedures.

6. Makes arithmetic computations and verifies totals using an adding machine or calculator.

7. Answers the telephone, routes calls and relays messages to appropriate people.

8. Greets callers and directs them to the appropriate person or office.

9 Provides routine information to the public in person or over the telephone.

10. Receives, responds to and sends e-mail messages.

11. Opens, date stamps, sorts, distributes and dispatches mail.

12. Accepts cash payments for standard fees and issues receipts for payments.

13. Operates calculator, photocopier, facsimile and other office machines and equipment.

14. Operates a vehicle as a substantial assignment in the performance of messenger duties.

15. Supervises and participates in the performance of simple and repetitive clerical work on a regular and continuing basis.

OFFICE ASSISTANT III (1.017) – Performs journey level clerical work involving a variety of complex clerical assignments, e.g., those that involve a number of steps/processes and/or referral to a number of different sources and require the use of some judgment to determine appropriate disposition; prioritizes work and carries out assignments independently, in accordance with general instructions and established policies and procedures; and/or supervises and participates in performing moderately complex clerical work.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

In addition to the duties of the lower level:

1. Creates, edits, prints, stores, retrieves and deletes documents using a computer and word processing and other software, in draft or final form, from rough or corrected copy where format and arrangement are not clearly indicated.

2. Prepares, reviews and processes forms, records, reports, applications and other documents for accuracy, completion and conformance to established requirements.

3. Checks records and forms such as applications, permits, requisitions, vouchers and other materials for completeness and accuracy; evaluates the information contained therein for conformance with established requirements; and processes documents in accordance with established policies and procedures.

4. Searches through a variety of paper and electronic files and records, extracts, compiles and summarizes information and prepares periodic and special reports.

5. Composes routine correspondence and letters of acknowledgement.

6. Sets up and maintains paper and electronic files and revises filing systems as necessary.

7. Provides general information and resolves complaints in person or over the telephone involving explanation of rules, regulations, policies and procedures and knowledge of the organization's purpose and functions.

8. Determines the need for and/or makes routine orders for necessary supplies, materials or other items.

9. Makes arrangements for travel, equipment maintenance, telephone service, and other similar matters.

10. Provides training and guidance to, and assigns, reviews and evaluates the work of clerical subordinates performing work comparable to the class Office Assistant II.

OFFICE ASSISTANT IV (1.018) – Performs senior level clerical work that involves a wide range of clerical functions where some originating and planning of work are required and/or a variety of highly complex clerical or administrative tasks that are primarily substantive in nature and requires evaluating information for conformance with established requirements and interpreting laws, rules and regulations in order to determine appropriate disposition and use of judgment because problems are often not covered by standard instructions or established techniques, systems or procedures. Carries out assignments independently, and accomplishes work with substantial use of discretion and selectiveness in deviating from established processes and procedures. Some positions supervise and participate in performing complex clerical work comparable to the class Office Assistant III.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

In addition to the duties of the lower levels:

1. Evaluates and processes documents according to individual circumstances where the correct course of action is not clearly defined.

2. Performs extensive searches through a variety of paper and electronic files and records, extracts, refines and organizes necessary information and prepares reports.

3. Summarizes materials and prepares reports requiring the interpretation and analysis of data and judgment as to format and details of presentation.

4. Evaluates various office processes and determines which may be performed more efficiently through the use of office automation; sets up databases, templates, procedures, etc. that will best meet user and office requirements.

5. Provides training and guidance to, and assigns, reviews and evaluates the work of clerical subordinates performing work comparable to the class Office Assistant III.

OFFICE ASSISTANT V (1.019) – Supervises and participates in performing highly complex clerical work comparable to the class Office Assistant IV.

In addition to the duties of the lower levels, provides training and guidance to, and assigns, reviews and evaluates the work of clerical subordinates performing work comparable to the class Office Assistant IV.

KNOWLEDGE AND ABILITIES REQUIRED: *(The knowledge and abilities required in order to effectively perform the key duties for each of these classes are indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.)*

"P" indicates prerequisite knowledge and abilities that must be brought to the job.
"A" indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.

	I	II	III	IV	V
KNOWLEDGE OF: Correct English grammar, spelling, punctuation, word usage and arithmetic	P	P	P	P	P
Office practices and procedures	A	A	P	P	P
Operation and maintenance of common office appliances and equipment	A	A	P	P	P
Principles and practices of supervision			**	**	**
ABILITY TO: Read and understand oral and written instructions.	P	P	P	P	P
Write simply and directly.	P	P	P	P	P
Compare words and numbers quickly and accurately.	P	P	P	P	P
Perform arithmetic computations	P	P	P	P	P
Operate and maintain office appliances and equipment.	A	A	P	P	P
Compose routine correspondence and other similar material.			P	P	P
Understand, interpret and apply pertinent policies, procedures, laws, rules and regulations.	P	P	P	P	P
Deal with others in a tactful and polite manner.	P	P	P	P	P
Supervise, assign, review, and evaluate the work of others.			**	**	**

***Required for positions with supervisory responsibility.*

MINIMUM QUALIFICATION REQUIREMENTS

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Basic Exp (Yrs)	Clerical Exp (Yrs)	Supvy Exp/Aptitude	Total Exp (Yrs)
Office Assistant I	*	0	0	*
Office Assistant II	½	0	0	1/2
Office Assistant III	½	1	**	1-1/2
Office Assistant IV	½	2	**	2-1/2
Office Assistant V	½	3	**	3-1/2

Basic Experience:

*For Office Assistant I, no specific experience or training is required. However, there must be some evidence of the ability to read, write and understand oral and written English.

For Office Assistant II through V, applicants must possess six (6) months of work experience which demonstrated knowledge of English grammar, spelling, arithmetic; ability to read and understand oral and written instructions; write simply and directly and compare words and numbers quickly and accurately.

Clerical Experience: Work experience which involved the performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems, and operate various kinds of office equipment and technologies.

**Supervisory Experience or Supervisory Aptitude is required for positions with supervisory responsibility.

- Supervisory experience must have included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary.

- 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 of supervision, e.g., by serving as a group or team leader, or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Keyboarding/Computer Skill Requirement: Some positions require keyboarding proficiency and/or the ability to use computers and word processing and/or other software applications. Positions that require keyboarding/typing skill (40 net words per minute) are typically at the Office Assistant II and higher levels.

Substitutions Allowed:

1. Graduation from high school or equivalent may be substituted for Basic Experience.

2. Excess Clerical Experience may be substituted for Basic Experience.

3. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.

4. Education in a baccalaureate program at an accredited college or university may be substituted for Clerical Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of two (2) years.

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/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and 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 may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position, effectively and safely, with or without reasonable accommodation.

This is a consolidation, change in class title and code, and an amendment of the class specifications and minimum qualification specifications for the Clerk and Clerk-Typist series, which were approved on November 26, 1974 and March 31, 1975 (Clerk Series) and July 25, 2007 (Clerk-Typist Series).

Effective Date: May 16, 2008

DATE APPROVED: March 17, 2008

Allyson Young

MARIE C. LADERTA
Director of Human Resources Development

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2013
Bargaining Unit: 03 White Collar, Non-supervisor
04 White Collar, Supervisor

		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR04	ANN	21,948	22,776	23,688	24,648	25,668	26,700	27,756	28,836	30,036	31,212	32,424	33,756	35,064
	MON	1,829	1,898	1,974	2,054	2,139	2,225	2,313	2,403	2,503	2,601	2,702	2,813	2,922
	8HR	84.40	87.60	91.12	94.80	98.72	102.72	106.72	110.88	115.52	120.08	124.72	129.84	134.88
	HRLY	10.55	10.95	11.39	11.85	12.34	12.84	13.34	13.86	14.44	15.01	15.59	16.23	16.86
SR05	ANN	22,776	23,688	24,648	25,668	26,700	27,756	28,836	30,036	31,212	32,424	33,756	35,064	36,516
	MON	1,898	1,974	2,054	2,139	2,225	2,313	2,403	2,503	2,601	2,702	2,813	2,922	3,043
	8HR	87.60	91.12	94.80	98.72	102.72	106.72	110.88	115.52	120.08	124.72	129.84	134.88	140.48
	HRLY	10.95	11.39	11.85	12.34	12.84	13.34	13.86	14.44	15.01	15.59	16.23	16.86	17.56
SR06	ANN	23,688	24,648	25,668	26,700	27,756	28,836	30,036	31,212	32,424	33,756	35,064	36,516	37,968
	MON	1,974	2,054	2,139	2,225	2,313	2,403	2,503	2,601	2,702	2,813	2,922	3,043	3,164
	8HR	91.12	94.80	98.72	102.72	106.72	110.88	115.52	120.08	124.72	129.84	134.88	140.48	146.00
	HRLY	11.39	11.85	12.34	12.84	13.34	13.86	14.44	15.01	15.59	16.23	16.86	17.56	18.25
SR07	ANN	24,648	25,668	26,700	27,756	28,836	30,036	31,212	32,424	33,756	35,064	36,516	37,968	39,480
	MON	2,054	2,139	2,225	2,313	2,403	2,503	2,601	2,702	2,813	2,922	3,043	3,164	3,290
	8HR	94.80	98.72	102.72	106.72	110.88	115.52	120.08	124.72	129.84	134.88	140.48	146.00	151.84
	HRLY	11.85	12.34	12.84	13.34	13.86	14.44	15.01	15.59	16.23	16.86	17.56	18.25	18.98
SR08	ANN	25,668	26,700	27,756	28,836	30,036	31,212	32,424	33,756	35,064	36,516	37,968	39,480	41,040
	MON	2,139	2,225	2,313	2,403	2,503	2,601	2,702	2,813	2,922	3,043	3,164	3,290	3,420
	8HR	98.72	102.72	106.72	110.88	115.52	120.08	124.72	129.84	134.88	140.48	146.00	151.84	157.84
	HRLY	12.34	12.84	13.34	13.86	14.44	15.01	15.59	16.23	16.86	17.56	18.25	18.98	19.73
SR09	ANN	26,700	27,756	28,836	30,036	31,212	32,424	33,756	35,064	36,516	37,968	39,480	41,040	42,684
	MON	2,225	2,313	2,403	2,503	2,601	2,702	2,813	2,922	3,043	3,164	3,290	3,420	3,557
	8HR	102.72	106.72	110.88	115.52	120.08	124.72	129.84	134.88	140.48	146.00	151.84	157.84	164.16
	HRLY	12.84	13.34	13.86	14.44	15.01	15.59	16.23	16.86	17.56	18.25	18.98	19.73	20.52
SR10	ANN	27,756	28,836	30,036	31,212	32,424	33,756	35,064	36,516	37,968	39,480	41,040	42,684	44,412
	MON	2,313	2,403	2,503	2,601	2,702	2,813	2,922	3,043	3,164	3,290	3,420	3,557	3,701
	8HR	106.72	110.88	115.52	120.08	124.72	129.84	134.88	140.48	146.00	151.84	157.84	164.16	170.80
	HRLY	13.34	13.86	14.44	15.01	15.59	16.23	16.86	17.56	18.25	18.98	19.73	20.52	21.35

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2013
Bargaining Unit: 03 White Collar, Non-supervisor
04 White Collar, Supervisor

		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR11	ANN	28,836	30,036	31,212	32,424	33,756	35,064	36,516	37,968	39,480	41,040	42,684	44,412	46,176
	MON	2,403	2,503	2,601	2,702	2,813	2,922	3,043	3,164	3,290	3,420	3,557	3,701	3,848
	8HR	110.88	115.52	120.08	124.72	129.84	134.88	140.48	146.00	151.84	157.84	164.16	170.80	177.60
	HRLY	13.86	14.44	15.01	15.59	16.23	16.86	17.56	18.25	18.98	19.73	20.52	21.35	22.20
SR12	ANN	30,036	31,212	32,424	33,756	35,064	36,516	37,968	39,480	41,040	42,684	44,412	46,176	48,048
	MON	2,503	2,601	2,702	2,813	2,922	3,043	3,164	3,290	3,420	3,557	3,701	3,848	4,004
	8HR	115.52	120.08	124.72	129.84	134.88	140.48	146.00	151.84	157.84	164.16	170.80	177.60	184.80
	HRLY	14.44	15.01	15.59	16.23	16.86	17.56	18.25	18.98	19.73	20.52	21.35	22.20	23.10
SR13	ANN	31,212	32,424	33,756	35,064	36,516	37,968	39,480	41,040	42,684	44,412	46,176	48,048	49,932
	MON	2,601	2,702	2,813	2,922	3,043	3,164	3,290	3,420	3,557	3,701	3,848	4,004	4,161
	8HR	120.08	124.72	129.84	134.88	140.48	146.00	151.84	157.84	164.16	170.80	177.60	184.80	192.08
	HRLY	15.01	15.59	16.23	16.86	17.56	18.25	18.98	19.73	20.52	21.35	22.20	23.10	24.01
SR14	ANN	32,424	33,756	35,064	36,516	37,968	39,480	41,040	42,684	44,412	46,176	48,048	49,932	51,936
	MON	2,702	2,813	2,922	3,043	3,164	3,290	3,420	3,557	3,701	3,848	4,004	4,161	4,328
	8HR	124.72	129.84	134.88	140.48	146.00	151.84	157.84	164.16	170.80	177.60	184.80	192.08	199.76
	HRLY	15.59	16.23	16.86	17.56	18.25	18.98	19.73	20.52	21.35	22.20	23.10	24.01	24.97
SR15	ANN	33,756	35,064	36,516	37,968	39,480	41,040	42,684	44,412	46,176	48,048	49,932	51,936	54,012
	MON	2,813	2,922	3,043	3,164	3,290	3,420	3,557	3,701	3,848	4,004	4,161	4,328	4,501
	8HR	129.84	134.88	140.48	146.00	151.84	157.84	164.16	170.80	177.60	184.80	192.08	199.76	207.76
	HRLY	16.23	16.86	17.56	18.25	18.98	19.73	20.52	21.35	22.20	23.10	24.01	24.97	25.97
SR16	ANN	35,064	36,516	37,968	39,480	41,040	42,684	44,412	46,176	48,048	49,932	51,936	54,012	56,172
	MON	2,922	3,043	3,164	3,290	3,420	3,557	3,701	3,848	4,004	4,161	4,328	4,501	4,681
	8HR	134.88	140.48	146.00	151.84	157.84	164.16	170.80	177.60	184.80	192.08	199.76	207.76	216.08
	HRLY	16.86	17.56	18.25	18.98	19.73	20.52	21.35	22.20	23.10	24.01	24.97	25.97	27.01
SR17	ANN	36,516	37,968	39,480	41,040	42,684	44,412	46,176	48,048	49,932	51,936	54,012	56,172	58,440
	MON	3,043	3,164	3,290	3,420	3,557	3,701	3,848	4,004	4,161	4,328	4,501	4,681	4,870
	8HR	140.48	146.00	151.84	157.84	164.16	170.80	177.60	184.80	192.08	199.76	207.76	216.08	224.80
	HRLY	17.56	18.25	18.98	19.73	20.52	21.35	22.20	23.10	24.01	24.97	25.97	27.01	28.10

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2013
Bargaining Unit: 03 White Collar, Non-supervisor
04 White Collar, Supervisor

		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR18	ANN	37,968	39,480	41,040	42,684	44,412	46,176	48,048	49,932	51,936	54,012	56,172	58,440	60,744
	MON	3,164	3,290	3,420	3,557	3,701	3,848	4,004	4,161	4,328	4,501	4,681	4,870	5,062
	8HR	146.00	151.84	157.84	164.16	170.80	177.60	184.80	192.08	199.76	207.76	216.08	224.80	233.60
	HRLY	18.25	18.98	19.73	20.52	21.35	22.20	23.10	24.01	24.97	25.97	27.01	28.10	29.20
SR19	ANN	39,480	41,040	42,684	44,412	46,176	48,048	49,932	51,936	54,012	56,172	58,440	60,744	63,204
	MON	3,290	3,420	3,557	3,701	3,848	4,004	4,161	4,328	4,501	4,681	4,870	5,062	5,267
	8HR	151.84	157.84	164.16	170.80	177.60	184.80	192.08	199.76	207.76	216.08	224.80	233.60	243.12
	HRLY	18.98	19.73	20.52	21.35	22.20	23.10	24.01	24.97	25.97	27.01	28.10	29.20	30.39
SR20	ANN	41,040	42,684	44,412	46,176	48,048	49,932	51,936	54,012	56,172	58,440	60,744	63,204	65,784
	MON	3,420	3,557	3,701	3,848	4,004	4,161	4,328	4,501	4,681	4,870	5,062	5,267	5,482
	8HR	157.84	164.16	170.80	177.60	184.80	192.08	199.76	207.76	216.08	224.80	233.60	243.12	253.04
	HRLY	19.73	20.52	21.35	22.20	23.10	24.01	24.97	25.97	27.01	28.10	29.20	30.39	31.63
SR21	ANN	42,684	44,412	46,176	48,048	49,932	51,936	54,012	56,172	58,440	60,744	63,204	65,784	68,388
	MON	3,557	3,701	3,848	4,004	4,161	4,328	4,501	4,681	4,870	5,062	5,267	5,482	5,699
	8HR	164.16	170.80	177.60	184.80	192.08	199.76	207.76	216.08	224.80	233.60	243.12	253.04	263.04
	HRLY	20.52	21.35	22.20	23.10	24.01	24.97	25.97	27.01	28.10	29.20	30.39	31.63	32.88
SR22	ANN	44,412	46,176	48,048	49,932	51,936	54,012	56,172	58,440	60,744	63,204	65,784	68,388	71,112
	MON	3,701	3,848	4,004	4,161	4,328	4,501	4,681	4,870	5,062	5,267	5,482	5,699	5,926
	8HR	170.80	177.60	184.80	192.08	199.76	207.76	216.08	224.80	233.60	243.12	253.04	263.04	273.52
	HRLY	21.35	22.20	23.10	24.01	24.97	25.97	27.01	28.10	29.20	30.39	31.63	32.88	34.19
SR23	ANN	46,176	48,048	49,932	51,936	54,012	56,172	58,440	60,744	63,204	65,784	68,388	71,112	73,968
	MON	3,848	4,004	4,161	4,328	4,501	4,681	4,870	5,062	5,267	5,482	5,699	5,926	6,164
	8HR	177.60	184.80	192.08	199.76	207.76	216.08	224.80	233.60	243.12	253.04	263.04	273.52	284.48
	HRLY	22.20	23.10	24.01	24.97	25.97	27.01	28.10	29.20	30.39	31.63	32.88	34.19	35.56
SR24	ANN	48,048	49,932	51,936	54,012	56,172	58,440	60,744	63,204	65,784	68,388	71,112	73,968	76,944
	MON	4,004	4,161	4,328	4,501	4,681	4,870	5,062	5,267	5,482	5,699	5,926	6,164	6,412
	8HR	184.80	192.08	199.76	207.76	216.08	224.80	233.60	243.12	253.04	263.04	273.52	284.48	295.92
	HRLY	23.10	24.01	24.97	25.97	27.01	28.10	29.20	30.39	31.63	32.88	34.19	35.56	36.99

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		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR25	ANN	49,932	51,936	54,012	56,172	58,440	60,744	63,204	65,784	68,388	71,112	73,968	76,944	79,992
	MON	4,161	4,328	4,501	4,681	4,870	5,062	5,267	5,482	5,699	5,926	6,164	6,412	6,666
	8HR	192.08	199.76	207.76	216.08	224.80	233.60	243.12	253.04	263.04	273.52	284.48	295.92	307.68
	HRLY	24.01	24.97	25.97	27.01	28.10	29.20	30.39	31.63	32.88	34.19	35.56	36.99	38.46
SR26	ANN	51,936	54,012	56,172	58,440	60,744	63,204	65,784	68,388	71,112	73,968	76,944	79,992	83,184
	MON	4,328	4,501	4,681	4,870	5,062	5,267	5,482	5,699	5,926	6,164	6,412	6,666	6,932
	8HR	199.76	207.76	216.08	224.80	233.60	243.12	253.04	263.04	273.52	284.48	295.92	307.68	319.92
	HRLY	24.97	25.97	27.01	28.10	29.20	30.39	31.63	32.88	34.19	35.56	36.99	38.46	39.99
SR27	ANN	54,012	56,172	58,440	60,744	63,204	65,784	68,388	71,112	73,968	76,944	79,992	83,184	86,508
	MON	4,501	4,681	4,870	5,062	5,267	5,482	5,699	5,926	6,164	6,412	6,666	6,932	7,209
	8HR	207.76	216.08	224.80	233.60	243.12	253.04	263.04	273.52	284.48	295.92	307.68	319.92	332.72
	HRLY	25.97	27.01	28.10	29.20	30.39	31.63	32.88	34.19	35.56	36.99	38.46	39.99	41.59
SR28	ANN	56,172	58,440	60,744	63,204	65,784	68,388	71,112	73,968	76,944	79,992	83,184	86,508	90,024
	MON	4,681	4,870	5,062	5,267	5,482	5,699	5,926	6,164	6,412	6,666	6,932	7,209	7,502
	8HR	216.08	224.80	233.60	243.12	253.04	263.04	273.52	284.48	295.92	307.68	319.92	332.72	346.24
	HRLY	27.01	28.10	29.20	30.39	31.63	32.88	34.19	35.56	36.99	38.46	39.99	41.59	43.28
SR29	ANN	58,440	60,744	63,204	65,784	68,388	71,112	73,968	76,944	79,992	83,184	86,508	90,024	93,624
	MON	4,870	5,062	5,267	5,482	5,699	5,926	6,164	6,412	6,666	6,932	7,209	7,502	7,802
	8HR	224.80	233.60	243.12	253.04	263.04	273.52	284.48	295.92	307.68	319.92	332.72	346.24	360.08
	HRLY	28.10	29.20	30.39	31.63	32.88	34.19	35.56	36.99	38.46	39.99	41.59	43.28	45.01
SR30	ANN	60,744	63,204	65,784	68,388	71,112	73,968	76,944	79,992	83,184	86,508	90,024	93,624	97,284
	MON	5,062	5,267	5,482	5,699	5,926	6,164	6,412	6,666	6,932	7,209	7,502	7,802	8,107
	8HR	233.60	243.12	253.04	263.04	273.52	284.48	295.92	307.68	319.92	332.72	346.24	360.08	374.16
	HRLY	29.20	30.39	31.63	32.88	34.19	35.56	36.99	38.46	39.99	41.59	43.28	45.01	46.77
SR31	ANN	63,204	65,784	68,388	71,112	73,968	76,944	79,992	83,184	86,508	90,024	93,624	97,284	101,208
	MON	5,267	5,482	5,699	5,926	6,164	6,412	6,666	6,932	7,209	7,502	7,802	8,107	8,434
	8HR	243.12	253.04	263.04	273.52	284.48	295.92	307.68	319.92	332.72	346.24	360.08	374.16	389.28
	HRLY	30.39	31.63	32.88	34.19	35.56	36.99	38.46	39.99	41.59	43.28	45.01	46.77	48.66

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SC01	ANN	65,784	68,388	71,112	73,968	76,944	79,992	83,184	86,508	90,024	93,624	97,284	101,208	105,252
	MON	5,482	5,699	5,926	6,164	6,412	6,666	6,932	7,209	7,502	7,802	8,107	8,434	8,771
	8HR	253.04	263.04	273.52	284.48	295.92	307.68	319.92	332.72	346.24	360.08	374.16	389.28	404.80
	HRLY	31.63	32.88	34.19	35.56	36.99	38.46	39.99	41.59	43.28	45.01	46.77	48.66	50.60
SC02	ANN	68,388	71,112	73,968	76,944	79,992	83,184	86,508	90,024	93,624	97,284	101,208	105,252	109,488
	MON	5,699	5,926	6,164	6,412	6,666	6,932	7,209	7,502	7,802	8,107	8,434	8,771	9,124
	8HR	263.04	273.52	284.48	295.92	307.68	319.92	332.72	346.24	360.08	374.16	389.28	404.80	421.12
	HRLY	32.88	34.19	35.56	36.99	38.46	39.99	41.59	43.28	45.01	46.77	48.66	50.60	52.64
SC03	ANN	71,112	73,968	76,944	79,992	83,184	86,508	90,024	93,624	97,284	101,208	105,252	109,488	113,868
	MON	5,926	6,164	6,412	6,666	6,932	7,209	7,502	7,802	8,107	8,434	8,771	9,124	9,489
	8HR	273.52	284.48	295.92	307.68	319.92	332.72	346.24	360.08	374.16	389.28	404.80	421.12	437.92
	HRLY	34.19	35.56	36.99	38.46	39.99	41.59	43.28	45.01	46.77	48.66	50.60	52.64	54.74

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		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR04	ANN	22,824	23,688	24,636	25,632	26,700	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468
	MON	1,902	1,974	2,053	2,136	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039
	8HR	87.76	91.12	94.72	98.56	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24
	HRLY	10.97	11.39	11.84	12.32	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53
SR05	ANN	23,688	24,636	25,632	26,700	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980
	MON	1,974	2,053	2,136	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165
	8HR	91.12	94.72	98.56	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08
	HRLY	11.39	11.84	12.32	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26
SR06	ANN	24,636	25,632	26,700	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492
	MON	2,053	2,136	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291
	8HR	94.72	98.56	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92
	HRLY	11.84	12.32	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99
SR07	ANN	25,632	26,700	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492	41,064
	MON	2,136	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,422
	8HR	98.56	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92	157.92
	HRLY	12.32	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99	19.74
SR08	ANN	26,700	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492	41,064	42,684
	MON	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,422	3,557
	8HR	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92	157.92	164.16
	HRLY	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99	19.74	20.52
SR09	ANN	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492	41,064	42,684	44,388
	MON	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,422	3,557	3,699
	8HR	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92	157.92	164.16	170.72
	HRLY	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99	19.74	20.52	21.34
SR10	ANN	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492	41,064	42,684	44,388	46,188
	MON	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,422	3,557	3,699	3,849
	8HR	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92	157.92	164.16	170.72	177.68
	HRLY	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99	19.74	20.52	21.34	22.21

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		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR11	ANN	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492	41,064	42,684	44,388	46,188	48,024
	MON	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,422	3,557	3,699	3,849	4,002
	8HR	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92	157.92	164.16	170.72	177.68	184.72
	HRLY	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99	19.74	20.52	21.34	22.21	23.09
SR12	ANN	31,236	32,460	33,720	35,112	36,468	37,980	39,492	41,064	42,684	44,388	46,188	48,024	49,968
	MON	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,422	3,557	3,699	3,849	4,002	4,164
	8HR	120.16	124.88	129.68	135.04	140.24	146.08	151.92	157.92	164.16	170.72	177.68	184.72	192.16
	HRLY	15.02	15.61	16.21	16.88	17.53	18.26	18.99	19.74	20.52	21.34	22.21	23.09	24.02
SR13	ANN	32,460	33,720	35,112	36,468	37,980	39,492	41,064	42,684	44,388	46,188	48,024	49,968	51,924
	MON	2,705	2,810	2,926	3,039	3,165	3,291	3,422	3,557	3,699	3,849	4,002	4,164	4,327
	8HR	124.88	129.68	135.04	140.24	146.08	151.92	157.92	164.16	170.72	177.68	184.72	192.16	199.68
	HRLY	15.61	16.21	16.88	17.53	18.26	18.99	19.74	20.52	21.34	22.21	23.09	24.02	24.96
SR14	ANN	33,720	35,112	36,468	37,980	39,492	41,064	42,684	44,388	46,188	48,024	49,968	51,924	54,012
	MON	2,810	2,926	3,039	3,165	3,291	3,422	3,557	3,699	3,849	4,002	4,164	4,327	4,501
	8HR	129.68	135.04	140.24	146.08	151.92	157.92	164.16	170.72	177.68	184.72	192.16	199.68	207.76
	HRLY	16.21	16.88	17.53	18.26	18.99	19.74	20.52	21.34	22.21	23.09	24.02	24.96	25.97
SR15	ANN	35,112	36,468	37,980	39,492	41,064	42,684	44,388	46,188	48,024	49,968	51,924	54,012	56,172
	MON	2,926	3,039	3,165	3,291	3,422	3,557	3,699	3,849	4,002	4,164	4,327	4,501	4,681
	8HR	135.04	140.24	146.08	151.92	157.92	164.16	170.72	177.68	184.72	192.16	199.68	207.76	216.08
	HRLY	16.88	17.53	18.26	18.99	19.74	20.52	21.34	22.21	23.09	24.02	24.96	25.97	27.01
SR16	ANN	36,468	37,980	39,492	41,064	42,684	44,388	46,188	48,024	49,968	51,924	54,012	56,172	58,416
	MON	3,039	3,165	3,291	3,422	3,557	3,699	3,849	4,002	4,164	4,327	4,501	4,681	4,868
	8HR	140.24	146.08	151.92	157.92	164.16	170.72	177.68	184.72	192.16	199.68	207.76	216.08	224.64
	HRLY	17.53	18.26	18.99	19.74	20.52	21.34	22.21	23.09	24.02	24.96	25.97	27.01	28.08
SR17	ANN	37,980	39,492	41,064	42,684	44,388	46,188	48,024	49,968	51,924	54,012	56,172	58,416	60,780
	MON	3,165	3,291	3,422	3,557	3,699	3,849	4,002	4,164	4,327	4,501	4,681	4,868	5,065
	8HR	146.08	151.92	157.92	164.16	170.72	177.68	184.72	192.16	199.68	207.76	216.08	224.64	233.76
	HRLY	18.26	18.99	19.74	20.52	21.34	22.21	23.09	24.02	24.96	25.97	27.01	28.08	29.22

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		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR18	ANN	39,492	41,064	42,684	44,388	46,188	48,024	49,968	51,924	54,012	56,172	58,416	60,780	63,168
	MON	3,291	3,422	3,557	3,699	3,849	4,002	4,164	4,327	4,501	4,681	4,868	5,065	5,264
	8HR	151.92	157.92	164.16	170.72	177.68	184.72	192.16	199.68	207.76	216.08	224.64	233.76	242.96
	HRLY	18.99	19.74	20.52	21.34	22.21	23.09	24.02	24.96	25.97	27.01	28.08	29.22	30.37
SR19	ANN	41,064	42,684	44,388	46,188	48,024	49,968	51,924	54,012	56,172	58,416	60,780	63,168	65,736
	MON	3,422	3,557	3,699	3,849	4,002	4,164	4,327	4,501	4,681	4,868	5,065	5,264	5,478
	8HR	157.92	164.16	170.72	177.68	184.72	192.16	199.68	207.76	216.08	224.64	233.76	242.96	252.80
	HRLY	19.74	20.52	21.34	22.21	23.09	24.02	24.96	25.97	27.01	28.08	29.22	30.37	31.60
SR20	ANN	42,684	44,388	46,188	48,024	49,968	51,924	54,012	56,172	58,416	60,780	63,168	65,736	68,412
	MON	3,557	3,699	3,849	4,002	4,164	4,327	4,501	4,681	4,868	5,065	5,264	5,478	5,701
	8HR	164.16	170.72	177.68	184.72	192.16	199.68	207.76	216.08	224.64	233.76	242.96	252.80	263.12
	HRLY	20.52	21.34	22.21	23.09	24.02	24.96	25.97	27.01	28.08	29.22	30.37	31.60	32.89
SR21	ANN	44,388	46,188	48,024	49,968	51,924	54,012	56,172	58,416	60,780	63,168	65,736	68,412	71,124
	MON	3,699	3,849	4,002	4,164	4,327	4,501	4,681	4,868	5,065	5,264	5,478	5,701	5,927
	8HR	170.72	177.68	184.72	192.16	199.68	207.76	216.08	224.64	233.76	242.96	252.80	263.12	273.52
	HRLY	21.34	22.21	23.09	24.02	24.96	25.97	27.01	28.08	29.22	30.37	31.60	32.89	34.19
SR22	ANN	46,188	48,024	49,968	51,924	54,012	56,172	58,416	60,780	63,168	65,736	68,412	71,124	73,956
	MON	3,849	4,002	4,164	4,327	4,501	4,681	4,868	5,065	5,264	5,478	5,701	5,927	6,163
	8HR	177.68	184.72	192.16	199.68	207.76	216.08	224.64	233.76	242.96	252.80	263.12	273.52	284.48
	HRLY	22.21	23.09	24.02	24.96	25.97	27.01	28.08	29.22	30.37	31.60	32.89	34.19	35.56
SR23	ANN	48,024	49,968	51,924	54,012	56,172	58,416	60,780	63,168	65,736	68,412	71,124	73,956	76,932
	MON	4,002	4,164	4,327	4,501	4,681	4,868	5,065	5,264	5,478	5,701	5,927	6,163	6,411
	8HR	184.72	192.16	199.68	207.76	216.08	224.64	233.76	242.96	252.80	263.12	273.52	284.48	295.92
	HRLY	23.09	24.02	24.96	25.97	27.01	28.08	29.22	30.37	31.60	32.89	34.19	35.56	36.99
SR24	ANN	49,968	51,924	54,012	56,172	58,416	60,780	63,168	65,736	68,412	71,124	73,956	76,932	80,016
	MON	4,164	4,327	4,501	4,681	4,868	5,065	5,264	5,478	5,701	5,927	6,163	6,411	6,668
	8HR	192.16	199.68	207.76	216.08	224.64	233.76	242.96	252.80	263.12	273.52	284.48	295.92	307.76
	HRLY	24.02	24.96	25.97	27.01	28.08	29.22	30.37	31.60	32.89	34.19	35.56	36.99	38.47

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2014
Bargaining Unit: 03 White Collar, Non-supervisor
04 White Collar, Supervisor

		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR25	ANN	51,924	54,012	56,172	58,416	60,780	63,168	65,736	68,412	71,124	73,956	76,932	80,016	83,196
	MON	4,327	4,501	4,681	4,868	5,065	5,264	5,478	5,701	5,927	6,163	6,411	6,668	6,933
	8HR	199.68	207.76	216.08	224.64	233.76	242.96	252.80	263.12	273.52	284.48	295.92	307.76	320.00
	HRLY	24.96	25.97	27.01	28.08	29.22	30.37	31.60	32.89	34.19	35.56	36.99	38.47	40.00
SR26	ANN	54,012	56,172	58,416	60,780	63,168	65,736	68,412	71,124	73,956	76,932	80,016	83,196	86,508
	MON	4,501	4,681	4,868	5,065	5,264	5,478	5,701	5,927	6,163	6,411	6,668	6,933	7,209
	8HR	207.76	216.08	224.64	233.76	242.96	252.80	263.12	273.52	284.48	295.92	307.76	320.00	332.72
	HRLY	25.97	27.01	28.08	29.22	30.37	31.60	32.89	34.19	35.56	36.99	38.47	40.00	41.59
SR27	ANN	56,172	58,416	60,780	63,168	65,736	68,412	71,124	73,956	76,932	80,016	83,196	86,508	89,964
	MON	4,681	4,868	5,065	5,264	5,478	5,701	5,927	6,163	6,411	6,668	6,933	7,209	7,497
	8HR	216.08	224.64	233.76	242.96	252.80	263.12	273.52	284.48	295.92	307.76	320.00	332.72	346.00
	HRLY	27.01	28.08	29.22	30.37	31.60	32.89	34.19	35.56	36.99	38.47	40.00	41.59	43.25
SR28	ANN	58,416	60,780	63,168	65,736	68,412	71,124	73,956	76,932	80,016	83,196	86,508	89,964	93,624
	MON	4,868	5,065	5,264	5,478	5,701	5,927	6,163	6,411	6,668	6,933	7,209	7,497	7,802
	8HR	224.64	233.76	242.96	252.80	263.12	273.52	284.48	295.92	307.76	320.00	332.72	346.00	360.08
	HRLY	28.08	29.22	30.37	31.60	32.89	34.19	35.56	36.99	38.47	40.00	41.59	43.25	45.01
SR29	ANN	60,780	63,168	65,736	68,412	71,124	73,956	76,932	80,016	83,196	86,508	89,964	93,624	97,368
	MON	5,065	5,264	5,478	5,701	5,927	6,163	6,411	6,668	6,933	7,209	7,497	7,802	8,114
	8HR	233.76	242.96	252.80	263.12	273.52	284.48	295.92	307.76	320.00	332.72	346.00	360.08	374.48
	HRLY	29.22	30.37	31.60	32.89	34.19	35.56	36.99	38.47	40.00	41.59	43.25	45.01	46.81
SR30	ANN	63,168	65,736	68,412	71,124	73,956	76,932	80,016	83,196	86,508	89,964	93,624	97,368	101,172
	MON	5,264	5,478	5,701	5,927	6,163	6,411	6,668	6,933	7,209	7,497	7,802	8,114	8,431
	8HR	242.96	252.80	263.12	273.52	284.48	295.92	307.76	320.00	332.72	346.00	360.08	374.48	389.12
	HRLY	30.37	31.60	32.89	34.19	35.56	36.99	38.47	40.00	41.59	43.25	45.01	46.81	48.64
SR31	ANN	65,736	68,412	71,124	73,956	76,932	80,016	83,196	86,508	89,964	93,624	97,368	101,172	105,252
	MON	5,478	5,701	5,927	6,163	6,411	6,668	6,933	7,209	7,497	7,802	8,114	8,431	8,771
	8HR	252.80	263.12	273.52	284.48	295.92	307.76	320.00	332.72	346.00	360.08	374.48	389.12	404.80
	HRLY	31.60	32.89	34.19	35.56	36.99	38.47	40.00	41.59	43.25	45.01	46.81	48.64	50.60

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2014
Bargaining Unit: 03 White Collar, Non-supervisor
04 White Collar, Supervisor

		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SC01	ANN	68,412	71,124	73,956	76,932	80,016	83,196	86,508	89,964	93,624	97,368	101,172	105,252	109,464
	MON	5,701	5,927	6,163	6,411	6,668	6,933	7,209	7,497	7,802	8,114	8,431	8,771	9,122
	8HR	263.12	273.52	284.48	295.92	307.76	320.00	332.72	346.00	360.08	374.48	389.12	404.80	421.04
	HRLY	32.89	34.19	35.56	36.99	38.47	40.00	41.59	43.25	45.01	46.81	48.64	50.60	52.63
SC02	ANN	71,124	73,956	76,932	80,016	83,196	86,508	89,964	93,624	97,368	101,172	105,252	109,464	113,868
	MON	5,927	6,163	6,411	6,668	6,933	7,209	7,497	7,802	8,114	8,431	8,771	9,122	9,489
	8HR	273.52	284.48	295.92	307.76	320.00	332.72	346.00	360.08	374.48	389.12	404.80	421.04	437.92
	HRLY	34.19	35.56	36.99	38.47	40.00	41.59	43.25	45.01	46.81	48.64	50.60	52.63	54.74
SC03	ANN	73,956	76,932	80,016	83,196	86,508	89,964	93,624	97,368	101,172	105,252	109,464	113,868	118,428
	MON	6,163	6,411	6,668	6,933	7,209	7,497	7,802	8,114	8,431	8,771	9,122	9,489	9,869
	8HR	284.48	295.92	307.76	320.00	332.72	346.00	360.08	374.48	389.12	404.80	421.04	437.92	455.52
	HRLY	35.56	36.99	38.47	40.00	41.59	43.25	45.01	46.81	48.64	50.60	52.63	54.74	56.94

OFFICE ASSISTANT I	1.015	1015.pdf	1015.pdf		03	BU03	SR04
OFFICE ASSISTANT II	1.016	1015.pdf	1015.pdf		03	BU03	SR06
OFFICE ASSISTANT III	1.017	1015.pdf	1015.pdf		03	BU03	SR08
OFFICE ASSISTANT IV	1.018	1015.pdf	1015.pdf		03	BU03	SR10
OFFICE ASSISTANT V	1.019	1015.pdf	1015.pdf		03	BU03	SR12

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Class Specifications
for the Class:

BUILDING MAINTENANCE HELPER

Duties Summary:

Performs routine manual and semi-skilled tasks and assists a building maintenance worker or a skilled building tradesperson in building maintenance and repair work relevant to the carpentry, plumbing, painting, and electrical trades; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry-level class in the Building Maintenance series. This class differs from that of Building Maintenance Worker I in that the Building Maintenance Helper performs duties which are essentially routine and repetitive, as well as manual and semi-skilled, in several of the trades as a regular and continuing work assignment such as replacing window panes, screens, locks, water faucets, and termite infested or rotted boards, and assists trade skill workers in their assignments; whereas the Building Maintenance Worker I performs a variety of skilled building maintenance and repair work independently as a regular and continuing work assignment and may supervise one or more building maintenance helpers assisting in the work.

Examples of Duties:

Repairs and replaces window panes, screens, door locks, door bumpers, bathroom accessories, linoleum and tile floor covering; repairs roof leaks with roof coating, shingles and mineral surface roofing paper; adjusts and rehangs doors; cuts and installs shelves and shoe racks; removes and replaces boards that are termite infested or rotted; sands, repaints or varnishes interior walls, shower walls, porches, steps, cabinets, sink tops, furniture such as tables, chair, chest of drawers; assists in the installation, maintenance, and repairing of plumbing, water and sewer systems in offices, houses and other structures; replaces shower valves, hose bibbs, lavatory, service, laundry tray and sink faucets, washers, stems, packings and gaskets; clears clogged toilets and drains; adjusts, repairs or replaces toilet flush valves, closet tank fixtures, seats, closet screws and close coupled closet bolts; makes minor repairs to electric

wiring; replaces fixtures, switches and electric outlets; mixes cement or mortar and makes minor repair; performs manual work in laying pipe, tearing out rotted lumber, stacking materials and supplies, etc.; uses a variety of hand tools and some power equipment in the performance of work; cleans, sharpens and services tools and equipment used in the work; may operate a vehicle in the transportation of materials; and may repair power lawn mowers, household appliances, small motor and other auxiliary equipment.

Minimum Qualification Requirements:

Experience and Training: Two years of work experience in performing a variety of building maintenance repair work or its equivalent combination of experience and training.

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, painting, plumbing and electrical trades.

Ability to: Use the common tools utilized in a variety of building trades; do minor mechanical repairs; read and interpret sketches and simple plans; understand and follow oral and written instructions; perform heavy lifting, moving, digging or other manual work typical of the class.

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.

APPROVED: October 19, 1954

/s/ A.A. Akina, Jr.
ARTHUR A. AKINA, JR.
Director of Classification

Reviewed for currency and updated on April 13, 1983.

DATE APPROVED: 4/13/83

JAMES H. TAKUSHI
Director of Personnel Services

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Class Specifications
for the Class:

BUILDING MAINTENANCE SUPERVISOR II
(BUILDING MAINTENANCE SUPVR II)

Class Distinguishers:

Complexity: Plans, coordinates, monitors, and inspects the maintenance and repair of buildings, wharves and other structures, through a subordinate level of supervision.

Supervision Exercised: Supervises one or more groups of several building maintenance workers and/or other equivalent tradespersons engaged in the maintenance and repair (e.g., carpentry, painting, plumbing, electrical, welding and/or masonry work) of buildings, wharves and other structures, through subordinate working supervisor(s) and/or a full supervisor.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Practices and methods employed in the repair and maintenance of buildings; the tools, equipment and materials used in the building maintenance trades (e.g., carpentry, painting, plumbing, electrical, welding, masonry); safety procedures and occupational hazards; applicable building, electrical and fire codes and regulations; pertinent policies, procedures, rules, regulations and bargaining unit contract provisions; and principles and practices of supervision.

Ability to: Plan, lay out, schedule, and properly sequence the work of one or more groups of several building maintenance and/or other equivalent trades workers through a subordinate supervisor(s); develop a program of preventive maintenance, and determine the need for building repairs; read and interpret blueprints and sketches; estimate time, labor, equipment and material costs needed to perform building maintenance and repair work; direct and coordinate the work of others (including outside contractors); inspect work in progress as well as completed work for workmanship and compliance with established standards; prioritize work assignments; keep records and prepare reports; understand, give and follow oral and written instructions; supervise and evaluate the work of subordinates; and deal effectively with others within and outside the operating unit (e.g., other supervisors, representatives from other departments, private contractors) in organizing, coordinating, and expediting the work.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Evaluates work orders, interprets building plans and project specifications to establish the proper sequencing of work and maximum utilization of resources.

2. Assigns, reviews and coordinates, through subordinate trade supervisors (i.e., working supervisor(s) and/or first level full-time supervisor), the work of each trade subunit in the repair and maintenance of public buildings and other structures.

3. Periodically inspects buildings and structures, and as needed, meets with building, school or other representatives to ascertain whether repairs are required and determine priority of work to be performed. Surveys the physical condition of facilities and prepares estimates of time, labor, and equipment, and oversees the implementation and completion of work orders and other planned activities.

4. Reviews requisitions for needed equipment, materials and supplies. Initiates requisitions which exceed authorized spending levels. Maintains an inventory of all equipment and materials assigned to the section.

5. Reviews plans, scopes work, prepares timetable and contractual requirements. Assists in arranging contractual work for projects and emergencies which exceed the capability of existing resources.

6. Monitors both contractor and/or subunit performance and inspects work in progress or completed work for workmanship and compliance with established standards.

7. Prepares activity reports and evaluates the effectiveness of work activities for efficiency and economy of operations.

8. Recommends approval/disapproval of personnel actions which affect subordinate employees (e.g., selections, promotions, transfers, leaves of absence, job performance evaluations, disciplinary measures, etc.).

9. Institutes, trains and enforces proper work procedures and safety and health requirements through meetings and on-the-job training.

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This is the first specification for the new class BUILDING MAINTENANCE SUPERVISOR II (BUILDING MAINTENANCE SUPVR II).

Effective Date: January 16, 1990

DATE APPROVED: 1/10/96

JAMES H. TAKUSHI
Director of Human Resources Development

Class Specification
for the Class:

BUILDING MAINTENANCE SUPERVISOR I
(BUILDING MTNCE SUPVR I)

Distinguishing Characteristics:

Plans, lays out and inspects the work of a group of fully competent building maintenance workers and/or equivalent workers, engaged in the maintenance and repair of buildings, wharves, paved areas and other related structures, on a full-time basis.

This class differs from that of Building Maintenance Worker II in that the Building Maintenance Supervisor I supervises the work of a group of building maintenance workers, etal, on a full-time basis and only occasionally may perform skilled building maintenance work; whereas the Building Maintenance Worker II spends a majority of the work time in performing building maintenance work and, in addition, supervises the work of several fully competent building maintenance workers.

Examples of Duties:

Plans, lays out, assigns, and inspects the work of a group of building maintenance workers and/or other equivalent trades workers engaged in the maintenance and repair of buildings, wharves, paved areas and other structures; inspects buildings, structures, equipment and grounds to locate conditions needing maintenance and schedules a preventive maintenance program; receives work orders for needed repairs and assigns personnel to perform repairs; inspects work in progress for proper workmanship and compliance with safety practices; estimates labor, materials and equipment required for maintenance and repair jobs; requisitions equipment and materials; evaluates the work of subordinates and conducts on-the-job training as required; prepares operational reports on maintenance activities.

Minimum Qualification Requirements:

Experience and Training:

1. Seven (7) years of work experience in performing a variety of building maintenance repair work of which three (3) years shall have been as a fully competent worker.

2. One (1) year of supervisory work experience which involved supervising the work of other fully competent workers performing a variety of building maintenance and repair work 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; (5) training and developing subordinates; and (6) evaluating their work performance and disciplining them when necessary.

Substitutions Allowed:

1. An Associate in Science degree from an accredited community college in carpentry or a related building trade area may be substituted for two (2) years of the building maintenance repair work experience (excluding the fully competent worker experience requirement).

2. Excess supervisory experience as described above may be substituted for the building maintenance repair work experience on a month-for-month basis.

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, plumbing, painting and electrical trades; electro-mechanical appliances used in homes and other buildings; principles and practices of supervision.

Ability to: Plan, lay out, assign, and review the work of a group of several building maintenance and/or other equivalent trades workers; develop a schedule of preventive maintenance, and determine the need for building repairs; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and materials needed to perform maintenance and repair jobs; and keep records and make reports; understand and follow oral and written instructions; deal effectively with other supervisory levels, in organizing and expediting work, and responding to emergencies.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position with or without reasonable accommodation.

Any condition that 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 of Human Resources Development.

Mental/Emotional Requirements:

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

This is an amendment to the specification for the class BUILDING MAINTENANCE SUPERVISOR I which was approved on March 25, 1968.

Date Approved: May 14, 2007

for MARIE C. LADERTA
Director of Human Resources Development

Class Specifications
for the Class:

BUILDING MAINTENANCE WORKER I

Duties Summary:

Performs a variety of skilled maintenance and repair work in the upkeep of buildings, residences, and other structures and in the maintenance and repair of equipment and facilities housed in such structures; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Building Maintenance Helper in that the Building Maintenance Worker I performs a variety of skilled building maintenance and repair work independently as a regular and continuing work assignment and may supervise one or more building maintenance helpers assisting in the work; whereas the Building Maintenance Helper performs duties which are essentially routine and repetitive, as well as manual and semi-skilled, in several trades such as replacing window panes, screens, locks, water faucets and termite infested or rotted boards, and assists trade skill workers in their assignments.

This class differs from that of Building Maintenance Worker II in that the Building Maintenance Worker I performs skilled maintenance work in the repair of buildings, residences and structures and equipment and facilities housed therein and may occasionally lead the work of building maintenance workers but confines supervision mainly to building maintenance helpers and other semi-skilled or unskilled workers; whereas the Building Maintenance Worker II, in addition to performing skilled building maintenance work, supervises the work of several fully competent building maintenance workers as a continuing work assignment including setting the pace and quality of workmanship and demonstrating proper work methods.

Examples of Duties:

Checks buildings, equipment and grounds to locate conditions indicating the need for repair and maintenance work; makes building repairs including patching roof leaks, replacing mineral surface roofing paper, wooden and asbestos shingles; cuts and replaces door and window panes; adjusts and rehangs doors;

repairs and replaces screens, door locks, bumpers, bathroom accessories, toilet hinges and seats; replaces and patches cement floors, asphalt tiles, linoleum floor coverings, foundations, concrete and asphaltic concrete walks and drives; performs woodwork such as removing and replacing shelves, cabinets, sink tops, partitions, steps, porches, and termite infested and rotted boards, and repairs furniture; builds forms for concrete and repairs fences and gates; replaces electrical fixtures, fuses, drop cords, switches; installs new electrical outlets, locates and repairs shorts in electrical circuit; replaces broken pipes, gaskets, packings, washers, hose bibbs, faucets and closet tank fixtures; installs wash basins, closet tank and bowls; unclogs drains and sewers; sands, paints, and varnishes doors, walls, window sashes, screen frames, furniture and new construction; mixes mortar and builds walls; sweats copper pipe joints and fittings, and uses both oxyacetylene and electric arc welding equipment to cut and weld pipes and angle braces; services, lubricates, and regulates such equipment as water heaters, ventilating and air-conditioning units, electrical water coolers, pumps and electric motors; may perform minor repairs and service motor vehicles; estimates cost, time and materials needed for repair and maintenance work to be performed; may perform purchase, storage and inventory of materials, supplies and tools; reports need for major repairs; uses a variety of hand tools and some power equipment in the performance of work; operates a vehicle in the transportation of materials; cleans, sharpens and services tools and equipment used in the work.

Minimum Qualification Requirements:

Experience and Training: Four years of work experience in performing a variety of building maintenance repair work or an equivalent combination of experience and training.

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment, and materials used in the carpentry, painting, plumbing and electrical trades; electro-mechanical appliances used in homes and other buildings.

Ability to: Determine need for repairs involving a variety of building trades; recognize hazards typical of the work; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and material needed to perform a job; make mechanical repairs to equipment and appliances; understand and follow oral and written instructions.

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 positions 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.

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This is a specification for the class BUILDING MAINTENANCE WORKER I, which replaces the class BUILDING MAINTENANCE MAN, GS-5, approved on November 1, 1954.

APPROVED: June 25, 1959

/s/ A. A. Akina, Jr.
ARTHUR A. AKINA, JR.
Personnel Director

Reviewed for currency and updated on April 13, 1983.

DATE APPROVED: 4/13/83

JAMES H. TAKUSHI
Director of Personnel Services

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Class Specifications
for the Class:

BUILDING MAINTENANCE WORKER II

Duties Summary:

Supervises and participates in a variety of skilled maintenance and repair work in the upkeep of buildings, residences, and other structures and in the maintenance and repair of equipment and facilities housed in such structures; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Building Maintenance Worker I in that the Building Maintenance Worker II, in addition to performing building maintenance work, supervises the work of several fully competent building maintenance workers as a continuing work assignment, including setting the pace and quality of workmanship and demonstrating proper work methods; whereas the Building Maintenance Worker I performs skilled maintenance work in the repair of buildings, residences and structures and equipment and facilities housed therein and may occasionally lead the work of building maintenance workers but confines supervision mainly to building maintenance helpers and other semiskilled or unskilled workers.

This class differs from that of Building Maintenance Supervisor in that the Building Maintenance Worker II spends a majority of the work time in performing skilled building maintenance work and, in addition, supervises the work of several fully competent building maintenance workers; whereas the Building Maintenance Supervisor plans, lays out, and inspects the work of a group of building maintenance workers, and/or equivalent workers, on a full-time basis and only occasionally may perform skilled building maintenance work.

Examples of Duties:

Plans, lays out, schedules and assigns the work of building maintenance workers from work orders received by supervisors or project managers; instructs subordinates and demonstrates proper work methods; checks and inspects buildings, structures, equipment and facilities for needed repairs; estimates material

and labor costs; makes oral and written reports; requisitions materials; inspects work in progress and upon completion for proper workmanship; works alongside subordinates to set pace and quality of workmanship; replaces termite infested or rotted lumber such as sidings, floorings, joists, door jambs and steps; installs or replaces window sashes, screen frames, window balancers, screen doors, sink tops, locks and latches; repairs roofs with mineral surface paper, corrugated iron or other roofing materials; repairs or replaces electrical outlets, switches, lamp holders, heaters, electric motors, fuel pumps, transformers and relays; replaces water lines, and plumbing fixtures such as water closets, faucets, and valves; replaces and patches cement floors, asphalt tile and linoleum flooring and asphaltic concrete walks and drives; paints doors, walls, floors and furniture; unclogs drains, toilets and drainage systems; and supervises and participates in the emergency repair of water mains and sewer lines.

Minimum Qualification Requirements:

Experience and Training: Six years of work experience in performing a variety of building maintenance repair work of which two years shall have been as a fully competent worker, or an equivalent combination of experience and training.

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, plumbing, painting and electrical trades; electro-mechanical appliances used in homes and other buildings.

Ability to: Plan, lay out, assign and review the work of other skilled building maintenance workers; determine the need for building repairs; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and materials needed to perform maintenance and repair jobs, and keep records and make reports; make mechanical repairs to electrical and plumbing equipment, appliances and facilities housed in buildings; understand and follow oral and written instructions.

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 positions 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.

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This is the first specification for the new class BUILDING MAINTENANCE WORKER II.

APPROVED: June 25, 1959 /s/ A. A. Akina, Jr.
ARTHUR A. AKINA, JR.
Personnel Director

Reviewed for currency and updated on April 13, 1983.

DATE: 4/13/83

JAMES H. TAKUSHI
Director of Personnel Services

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 03/01/2009
Bargaining Unit: 01 Blue Collar, Non-Supervisor

		A			A			A			A
BC01	ANN	32,772	BC09	ANN	44,544	WS01	ANN	33,960	WS09	ANN	47,268
	MON	2,731		MON	3,712		MON	2,830		MON	3,939
	8HR	126.08		8HR	171.36		8HR	130.64		8HR	181.84
	HRLY	15.76		HRLY	21.42		HRLY	16.33		HRLY	22.73
BC02	ANN	33,228	BC10	ANN	46,236	WS02	ANN	35,544	WS10	ANN	48,960
	MON	2,769		MON	3,853		MON	2,962		MON	4,080
	8HR	127.84		8HR	177.84		8HR	136.72		8HR	188.32
	HRLY	15.98		HRLY	22.23		HRLY	17.09		HRLY	23.54
BC03	ANN	34,164	BC11	ANN	47,928	WS03	ANN	36,576	WS11	ANN	50,856
	MON	2,847		MON	3,994		MON	3,048		MON	4,238
	8HR	131.44		8HR	184.32		8HR	140.64		8HR	195.60
	HRLY	16.43		HRLY	23.04		HRLY	17.58		HRLY	24.45
BC04	ANN	35,544	BC12	ANN	49,764	WS04	ANN	38,052	WS12	ANN	52,704
	MON	2,962		MON	4,147		MON	3,171		MON	4,392
	8HR	136.72		8HR	191.44		8HR	146.32		8HR	202.72
	HRLY	17.09		HRLY	23.93		HRLY	18.29		HRLY	25.34
BC05	ANN	36,960	BC13	ANN	51,576	WS05	ANN	39,576	WS13	ANN	54,672
	MON	3,080		MON	4,298		MON	3,298		MON	4,556
	8HR	142.16		8HR	198.40		8HR	152.24		8HR	210.24
	HRLY	17.77		HRLY	24.80		HRLY	19.03		HRLY	26.28
BC06	ANN	38,436	BC14	ANN	53,532	WS06	ANN	41,160	WS14	ANN	56,748
	MON	3,203		MON	4,461		MON	3,430		MON	4,729
	8HR	147.84		8HR	205.92		8HR	158.32		8HR	218.24
	HRLY	18.48		HRLY	25.74		HRLY	19.79		HRLY	27.28
BC07	ANN	39,972	BC15	ANN	55,560	WS07	ANN	42,816	WS15	ANN	58,884
	MON	3,331		MON	4,630		MON	3,568		MON	4,907
	8HR	153.76		8HR	213.68		8HR	164.64		8HR	226.48
	HRLY	19.22		HRLY	26.71		HRLY	20.58		HRLY	28.31
BC08	ANN	41,592				WS08	ANN	44,508			
	MON	3,466					MON	3,709			
	8HR	160.00					8HR	171.20			
	HRLY	20.00					HRLY	21.40			

BUILDING MAINTENANCE HELPER	10.235	10235.pdf	10235.pdf		01	BU01	BC05
BUILDING MAINTENANCE SUPERVISOR II	10.252	10252.pdf	10252mg.pdf		02	BU02	F209
BUILDING MAINTENANCE SUPVERVISOR I	10.250	10250.pdf	10250.pdf		02	BU02	F109
BUILDING MAINTENANCE WORKER I	10.240	10240.pdf	10240.pdf		01	BU01	BC09
BUILDING MAINTENANCE WORKER II	10.245	10245.pdf	10245.pdf		01	BU01	WS09

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Class Specifications
for the Class:

GENERAL LABORER I

Duties Summary:

Performs a variety of routine, repetitive manual tasks not requiring the continuous performance of a mechanical or trade skill; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the basic, entry level class in the series.

This class differs from that of General Laborer II in that the General Laborer I performs unskilled manual labor work which does not require a high degree of manipulative skill nor continuous arduous physical effort; whereas the General Laborer II performs a variety of semi-skilled manual work tasks involved in road, building, or other maintenance projects, or performs refuse collection work involving continuous heavy physical labor as a major work assignment.

Examples of Duties:

Cleans culverts, cuts trees, digs and widens ditches, performs pick and shovel tasks in road patching, cuts grass, and repairs roads as a member of a maintenance or construction crew; loads and unloads supplies and equipment; helps to lay pipes and back fills holes and ditches; sets out flags and lanterns to warn traffic; maintains a park or recreation area independently, mowing lawns with hand or power mower, trimming hedges, transplanting shrubs, killing weeds, planting and caring for flowers, and cleaning restrooms; transplants seedlings and clears trails in forests; sweeps streets; prepares poisons for use in eradicating pests; baits and sets rat traps; moves heavy materials using hand truck and dollies; mixes cement and mortar; may operate a vehicle in getting to and from work and occasionally in transporting supplies.

Minimum Qualification Requirements:

Experience and Training: None required.

Knowledge of: Common hand tools and equipment used in manual, unskilled work.

Ability to: Understand and follow oral instructions; perform heavy lifting, moving, digging or other manual work typical of the class.

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 class specifications for the class GENERAL LABORER I approved on October 27, 1958.

DATE APPROVED: 12/13/84

/s/Clement L. Kamalu
for JAMES H. TAKUSHI
Director of Personnel Services

Class Specifications
for the Class:

GENERAL LABORER II

Duties Summary:

Performs a variety of semi-skilled manual work tasks involved in the maintenance of roads, buildings, structures and equipment, or refuse collection work involving continuous heavy physical labor as a major work assignment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the advanced worker class in the series.

This class differs from that of General Laborer I in that the General Laborer II performs a variety of semiskilled manual work tasks involved in road, building and other maintenance projects, or performs refuse collection work involving continuous heavy physical labor as a major work assignment; whereas the General Laborer I performs unskilled manual labor work which does not require a high degree of manipulative skill nor continuous, arduous physical effort.

This class differs from that of General Laborer III in that the General Laborer II performs a variety of semi-skilled manual work tasks involved in the maintenance of roads, buildings, other structures, and equipment, or performs refuse collection work involving continuous, heavy physical labor; whereas the General Laborer III, in addition to performing a variety of semi-skilled manual work tasks as the major work assignment, supervises the work of a crew in performing a variety of unskilled and semi-skilled manual labor work tasks.

Examples of Duties:

Helps erect wooden and steel scaffolding in and around buildings, scrapes and wire brushes structural steel, wires fences and other metal objects and applies metal primer and paint, using a brush or spray gun; clears roads of dirt, branches, rocks, mud and other obstructions after heavy rains; fills chuck holes with rock; repairs and patches road surfaces with oil, bitumuls or concrete; clears gutters, drains and

outlets of obstructions such as rubbish, branches and rocks; lifts containers onto truck, empties contents in truck and returns containers to proper places; assists in erecting concrete forms and mixing and pouring concrete; repairs and patches concrete sidewalks; paints and repairs guard rails and signs; assists in repairing wooden bridges; clears irrigation ditches and removes obstructions such as rocks, mud and weeds and assists carpenter in repairing wooden irrigation flumes; drills holes in concrete floors with jackhammer; saturates ground areas with solution to kill termites; sprays attics and under pinnings of houses with wood preservative; tears out termite-infested wood from porches, steps, doors, floorings, window sashes, joists and ceilings; paints all new woodwork with wood preservative; assists carpenter in repairing leaky roofs with roofing cement and replaces areas with mineral surface paper; replaces burnt out lights and repairs light sockets, switches and electric outlets and replaces fuses; assists carpenter in hanging doors, replacing window panes, window screen frames, clothes line poles, flooring and door jambs; replaces faucet and shower valves, washers, sink and basin traps, hosebibbs and tank bulbs; clears clogged toilets, sinks and basin drain pipes; overhauls, cleans and repairs stoves and burners; assists painter in preparing surfaces for painting; services motorized equipment by checking and filling gasoline tanks, checking and filling oil in crank case, checking and filling water in batteries, checking air pressure in tires, filling water in radiators and repairing flat tires; washes and greases cars; checks mufflers, springs, brakes, and exhaust pipes and reports findings to mechanic; assists a carpenter in carrying building materials, supplies and equipment to and from job sites; digs post holes and repairs fences in forest reserve areas; refills soda-acid fire extinguishers; operates a passenger type power mower in cutting grass on public grounds; as lead man, baits, sets and checks rat trap lines for the eradication of rats; operates a pickup truck to transport laborers or haul materials to work projects; operates a buster, concrete mixer or similar equipment as a regular work assignment; occasionally assists a plumber in cutting, reaming and threading pipe or a mechanic in cleaning mechanical equipment and shop tools; and performs continuous heavy physical labor in refuse collection as the major work assignment.

Minimum Qualification Requirements:

Experience and Training: One (1) year of manual, unskilled and semi-skilled work experience; or an equivalent combination of experience and training.

Knowledge of: Common hand tools and equipment used in manual, unskilled and semi-skilled work; and common methods, procedures, and materials used in general construction and maintenance work, including safety practices.

Ability to: Use common hand tools and equipment typical of the class; understand and carry out oral and written instructions; and perform heavy lifting, moving, digging or other manual work typical of the class.

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 class specification for the class GENERAL LABORER II approved on March 25, 1964.

DATE APPROVED: 12/13/84

JAMES H. TAKUSHI
Director of Personnel Services

Class Specifications
for the Class:

GENERAL LABORER III

Duties Summary:

Supervises a work crew and participates in the performance of a variety of repetitive, unskilled and semi-skilled manual work tasks in connection with the construction, maintenance or repair of roads, grounds, buildings, and equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the working supervisory level in the series.

This class differs from that of General Laborer II in that the General Laborer III, in addition to performing a variety of semi-skilled manual work tasks as the major work assignment, supervises the work of a crew in performing a variety of unskilled and semi-skilled manual work tasks; whereas the General Laborer II performs a variety of semi-skilled manual work tasks involved in the maintenance of roads, buildings, other structures and equipment, or performs refuse collection work involving continuous heavy physical labor.

Examples of Duties:

Plans work schedule, assigns work to crew; supervises and participates in cleaning ditches, gutters, culverts, siphons, manholes, and drainage systems; supervises and participates in cutting grass, weeding, mowing lawns, and cleaning sidewalks, highway shoulders, medial strips or other roadside areas; supervises and participates in trimming overhanging branches of trees on roads; supervises and participates in making minor repairs to buildings such as removing rotted and termite infested boards; supervises and participates in collecting and disposing rubbish; supervises and participates in digging trenches and leveling sidewalk areas; supervises and participates in repairing and patching broken pavement, curbs and highway shoulders; maintains drainage ditches and siphons for proper drainage; supervises others in repairing guard rails, traffic signs, markers and wooden bridges; supervises and participates in widening, repairing and resurfacing wearing surfaces of highways; keeps records of work activities of subordinates and prepares

periodic time and equipment reports; patrols the assigned section of highway during storms, watches for hazardous conditions such as mud, boulders and trees and other obstructions on pavement and removes same; marks danger areas when necessary; confers with superiors concerning the progress of work assignments and the work performance of subordinates; may keep inventory of supplies and equipment used; may keep time records; may submit written reports of activities; and may operate a truck in transporting men and materials to and from jobs.

Minimum Qualification Requirements:

Experience and Training: Three (3) years of manual, unskilled and semi-skilled work experience; or an equivalent combination of experience and training.

Knowledge of: Common hand tools and equipment used in manual, unskilled and semi-skilled work; common methods, procedures and materials used in general construction and maintenance work, including safety practices.

Ability to: Operate and maintain simple construction and maintenance tools and equipment, deal effectively with subordinates and obtain good results from workers supervised; give and receive both oral and written instructions; plan, lay out, assign and review the work of other laborers; perform heavy lifting, moving, digging or other manual work typical of the class.

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. Disabilities 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 class specification for the class GENERAL LABORER III approved on December 9, 1955.

DATE APPROVED: 12/13/84

JAMES H. TAKUSHI
Director of Personnel Services

GENERAL LABORER I	9.005	9005.pdf	9005.pdf		01	BU01	BC02
GENERAL LABORER II	9.010	9010.pdf	9010.pdf		01	BU01	BC03
GENERAL LABORER III	9.015	9015.pdf	9015.pdf		01	BU01	WS03

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 03/01/2009
Bargaining Unit: 01 Blue Collar, Non-Supervisor

		A			A			A			A
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	MON	2,731		MON	3,712		MON	2,830		MON	3,939
	8HR	126.08		8HR	171.36		8HR	130.64		8HR	181.84
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	MON	2,847		MON	3,994		MON	3,048		MON	4,238
	8HR	131.44		8HR	184.32		8HR	140.64		8HR	195.60
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	HRLY	17.77		HRLY	24.80		HRLY	19.03		HRLY	26.28
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	HRLY	19.22		HRLY	26.71		HRLY	20.58		HRLY	28.31
BC08	ANN	41,592				WS08	ANN	44,508			
	MON	3,466					MON	3,709			
	8HR	160.00					8HR	171.20			
	HRLY	20.00					HRLY	21.40			