

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT STATE OF HAWAII	3.706	<u>BUI3</u> SR16
		3.708	SR18
.....		3.710	SR20
		3.712	SR22
Minimum Qualification Specifications for the Classes:		3.714	SR24
		3.716	SR26

PUBLIC HOUSING SPECIALIST I & II  
PUBLIC HOUSING SUPERVISOR III, IV, V & VI

**Basic Education/Experience Requirements**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must have had the experience of the kind and quality described in the statements below, and in the amounts shown in the table below, or any equivalent combination of training and experience:

Class Title	Specialized Experience (Years)	Supervisory/ Staff Specialist Experience (Years)	Total Experience (Years)
Public Housing Specialist I	0	0	0
Public Housing Specialist II	1/2	0	1/2
Public Housing Supervisor III	1-1/2	*	1-1/2
Public Housing Supervisor IV	2-1/2	*	2-1/2
Public Housing Supervisor V	2-1/2	1	3-1/2
Public Housing Supervisor VI	2-1/2	2	4-1/2

Specialized Experience: Applicants must possess experience in one or a combination of the following types of work:

1. Progressively responsible work which required participation in, or the conduct of, most of the operational activities normally associated with housing projects, including such activities as:
  - Development and implementation of local policies, procedures and work plans;
  - Supervision and training of subordinate personnel;
  - Budgetary control and fiscal management of funds and expenditures related to project operations, maintenance and repair of project facilities, etc.;
  - Evaluation of operating and maintenance costs and practices to obtain maximum efficiency and economy;
  - Rental and occupancy activities involving tenant selection, dwelling unit assignment, surveys of local rent and utility rates, setting and/or collecting rents and charges; and
  - Community and tenant relations including development of cooperative dealings and harmonious relationships, adjustment of complaints, assistance on problems of health, safety, recreation and social welfare needs of tenants.
  
2. Progressively responsible work in real property management as an employee or agent of a real estate firm, bank, insurance company, etc., engaged in the control and conduct of multiple unit residential housing operations, private housing developments, shopping centers, etc.

Such work must have demonstrated knowledge of, and experience in most of the following activities:

- Establishment of rent schedules;
- Property rental, lease negotiation and preparation;

- Property maintenance and repair which included responsibility for the efficient and economical maintenance of the property and the protection of the owner's investment through property inspections and effecting needed repairs and alterations; and
- Fund management; i.e., the installation and maintenance of fiscal accountability control procedures and records to reflect income and expenses.

For level III, applicants must have had at least one year of Specialized Experience comparable to the Public Housing Specialist II level in the State service.

For level IV, applicants must have had at least one year of Specialized Experience comparable to the Public Housing Supervisor III level, or two years of Specialized Experience comparable to the Public Housing Specialist II in the State service.

For Level V, applicants must have had at least one year of Specialized Experience comparable to the Public Housing Supervisor IV level, or two years of Specialized Experience comparable to the Public Housing Supervisor III level, in the State service.

For Level VI, applicants must have had at least one year of Specialized Experience comparable to the Public Housing Supervisor V level, or two years of Specialized Experience comparable to the Public Housing Supervisor IV level, in the State service.

Supervisory or Staff Specialist Experience: Applicants must meet one or a combination of the following:

- A. Supervisory Experience: Supervisory work experience which 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.

\*For the Public Housing Supervisor III and IV levels, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of

supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; 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.

- B. **Staff Specialist Experience:** Experience in the field of public housing, real property management, or related fields as a staff specialist which involved work such as conducting studies and making recommendations for the development or revision of standards, policies, procedures and techniques pertaining to program or activity; giving technical advice and direction; gathering data to determine conformance with standards and requirements; conducting special studies; recommending staff improvements and developing training materials. Also, work experience which involved securing the cooperation and support of private and public agencies and community organizations to promote, develop and maintain an understanding of public housing goals and objectives and the role public housing projects play in the total pattern of community organization; collecting and analyzing data on present and projected staffing needs and on employee training programs to meet workforce needs; and evaluating standards, policies, procedures and techniques pertaining to public housing activities.

### **Substitutions Allowed**

A master's degree from an accredited college or university with a major in business or public administration may be substituted for one year of Specialized Experience.

### **Quality of Experience**

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

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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**

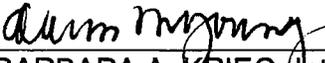
Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

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

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This is an amendment to the minimum qualification specifications for the classes PUBLIC HOUSING SPECIALIST I and II; and PUBLIC HOUSING SUPERVISOR III, IV, V and VI, which were approved on March 20, 1984.

DATE APPROVED: 4/18/2012

  
pw BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development

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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.

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

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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 SPECIALIST 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

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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.

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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.

State of Hawaii  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**  
 SALARY SCHEDULE

Effective Date: 01/01/2016  
 Bargaining Unit: 13 Professional and Scientific Employees

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR12	ANN	33,132	34,512	35,904	37,308	38,772	40,320	41,964				
	MON	2,761	2,876	2,992	3,109	3,231	3,360	3,497				
	8HR	127.44	132.72	138.08	143.52	149.12	155.04	161.44				
	HRLY	15.93	16.59	17.26	17.94	18.64	19.38	20.18				
SR13	ANN	34,512	35,904	37,308	38,772	40,320	41,964	43,644				
	MON	2,876	2,992	3,109	3,231	3,360	3,497	3,637				
	8HR	132.72	138.08	143.52	149.12	155.04	161.44	167.84				
	HRLY	16.59	17.26	17.94	18.64	19.38	20.18	20.98				
SR14	ANN	35,904	37,308	38,772	40,320	41,964	43,644	45,348				
	MON	2,992	3,109	3,231	3,360	3,497	3,637	3,779				
	8HR	138.08	143.52	149.12	155.04	161.44	167.84	174.40				
	HRLY	17.26	17.94	18.64	19.38	20.18	20.98	21.80				
SR15	ANN	37,308	38,772	40,320	41,964	43,644	45,348	47,172	49,056			
	MON	3,109	3,231	3,360	3,497	3,637	3,779	3,931	4,088			
	8HR	143.52	149.12	155.04	161.44	167.84	174.40	181.44	188.64			
	HRLY	17.94	18.64	19.38	20.18	20.98	21.80	22.68	23.58	24.54		
SR16	ANN	38,772	40,320	41,964	43,644	45,348	47,172	49,056	51,036	53,100	55,236	57,432
	MON	3,231	3,360	3,497	3,637	3,779	3,931	4,088	4,253	4,425	4,603	4,786
	8HR	149.12	155.04	161.44	167.84	174.40	181.44	188.64	196.32	204.24	212.48	220.88
	HRLY	18.64	19.38	20.18	20.98	21.80	22.68	23.58	24.54	25.53	26.56	27.61
SR17	ANN	40,320	41,964	43,644	45,348	47,172	49,056	51,036	53,100	55,236	57,432	59,736
	MON	3,360	3,497	3,637	3,779	3,931	4,088	4,253	4,425	4,603	4,786	4,978
	8HR	155.04	161.44	167.84	174.40	181.44	188.64	196.32	204.24	212.48	220.88	229.76
	HRLY	19.38	20.18	20.98	21.80	22.68	23.58	24.54	25.53	26.56	27.61	28.72
SR18	ANN	41,964	43,644	45,348	47,172	49,056	51,036	53,100	55,236	57,432	59,736	62,112
	MON	3,497	3,637	3,779	3,931	4,088	4,253	4,425	4,603	4,786	4,978	5,176
	8HR	161.44	167.84	174.40	181.44	188.64	196.32	204.24	212.48	220.88	229.76	238.88
	HRLY	20.18	20.98	21.80	22.68	23.58	24.54	25.53	26.56	27.61	28.72	29.86
SR19	ANN	43,644	45,348	47,172	49,056	51,036	53,100	55,236	57,432	59,736	62,112	64,608
	MON	3,637	3,779	3,931	4,088	4,253	4,425	4,603	4,786	4,978	5,176	5,384
	8HR	167.84	174.40	181.44	188.64	196.32	204.24	212.48	220.88	229.76	238.88	248.48
	HRLY	20.98	21.80	22.68	23.58	24.54	25.53	26.56	27.61	28.72	29.86	31.06

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Class Specifications  
for the Class:

GENERAL CONSTRUCTION AND MAINTENANCE SUPERVISOR I  
(GEN CONSTR & MTNCE SUPVR I)

**Distinguishing Characteristics**

This class reflects the first full supervisor level in the series.

A General Construction and Maintenance Supervisor I is the immediate supervisor of skilled trades workers, helpers, equipment operators, laborers and other unskilled and semi-skilled workers in the construction, maintenance, alteration and repair of buildings and other structures, paved areas, and electrical or plumbing systems; and may supervise the maintenance and repair of motorized equipment used in the work or maintenance of adjacent grounds and landscaped areas.

This class differs from the General Construction and Maintenance Supervisor II which supervises, through subordinate supervisors, a large work force of skilled trades workers, equipment operators, laborers and other unskilled and semi-skilled workers in the construction and maintenance of buildings and other structures, paved areas and electrical or plumbing systems, and the maintenance of equipment, grounds and other areas.

**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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Plans, schedules, assigns, and inspects the work of a maintenance crew engaged in the construction, maintenance, alteration and repair of buildings, structures, roads and parking areas, electrical or plumbing systems, and related areas which may include airport runways, taxiways and plane parking areas; issues work orders for painting buildings, repairing and replacing floors, windows, partitions, doors and plumbing in buildings; inspects work performance; supervises the alteration, remodeling and renovation of buildings and offices; supervises the maintenance and repair of runway lights, beacons, obstruction lights, lighted wind indicators, taxi lights and emergency power plants; occasionally serves as an inspector on contractual work; supervises the maintenance of adjacent grassed and landscaped areas; supervises the maintenance and repair of electrical distribution systems, water distribution systems, water drainage

and sewage lines and steam and refrigeration plants; supervises the maintenance and repair of trucks and tractors; may supervise an inmate construction and repair crew engaged in the construction, maintenance and repair of buildings, electrical or plumbing systems, and other maintenance work as part of the vocational training program of a correctional institution; supervises clearing of brush and other heavy maintenance of grounds, trails and other areas; estimates costs and quantity of labor, materials, and equipment needed to do repair and maintenance work; submits requisitions for equipment, supplies and materials needed for alteration and repairs; checks work in progress and upon completion for conformance with prescribed standards and compliance with safety, building, electrical and fire regulations; computes estimates of time and cost of construction and maintenance projects; maintains material, time and work activities records; compiles and submits periodic operational reports; reads and interprets blueprints; and occasionally participates in the performance of maintenance and repair work activities.

### **Minimum Qualification Requirements**

**Experience and Training:** Eight (8) years of work experience in performing a variety of work in the construction and maintenance of buildings, structures or electrical or plumbing systems, of which four (4) years shall have been as a fully competent skilled worker and including one (1) year of supervisory work experience which included the planning and scheduling of work of other fully competent workers, assigning and reviewing their work, providing training and evaluating their work performance; or any equivalent combination of training and experience.

**Knowledge of:** Practices and methods used in building construction and maintenance trades including carpentry, plumbing, electrical, masonry, and painting; tools, equipment and material used in the building construction and maintenance trades; applicable building, electrical and fire codes and regulations; safety practices, codes and fire and safety regulations; and principles and practices of supervision.

**Ability to:** Plan, lay out, assign, direct and coordinate the work of skilled trades workers and laborers; schedule the work of trades workers so as to accomplish building construction or repair effectively; inspect the work of trades workers and detect flaws or defects in work quality or materials; detect the malfunctioning of equipment and determine the necessary repairs required; read and interpret building plans and check construction or repair work for conformance thereto; estimate costs and quantities of labor, materials and equipment; give clear and concise oral and written instructions; maintain records and prepare operational reports; and maintain good working relationships with others.

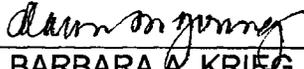
**Physical and Medical Requirements**

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

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This is an amendment to the specifications for the class GENERAL CONSTRUCTION AND MAINTENANCE SUPERVISOR I, which were approved on December 6, 1984.

DATE APPROVED: 6/18/2012

  
\_\_\_\_\_  
BARBARA A. KRIEG, Director  
Department of Human Resources Development

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

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 work quality 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.

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.

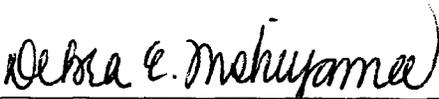
Ability to: Plan, lay out, assign, and review the work of a group of several building maintenance and/or other equivalent trades workers; develop a schedule of preventive maintenance, and determine the need for building repairs; use hand tools utilized in a variety of building trades; read blueprints 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 able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the specifications for the class BUILDING MAINTENANCE SUPERVISOR I, which were approved on May 14, 2007.

DATE APPROVED: 2/6/2012

  
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BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development

State of Hawaii  
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT  
SALARY SCHEDULE

Effective Date: 10/01/2015  
Bargaining Unit: 02 Blue Collar, Supervisor

		Step A1	Step B1	Step C1		Step A1	Step B1	Step C1
F101	ANN	39,804	40,584	41,388	F109	ANN	54,828	55,920
	MON	3,317	3,382	3,449		MON	4,569	4,660
	8HR	153.12	156.08	159.20		8HR	210.88	215.04
	HRLY	19.14	19.51	19.90		HRLY	26.36	26.88
F102	ANN	41,412	42,240	43,080	F110	ANN	57,024	58,188
	MON	3,451	3,520	3,590		MON	4,752	4,849
	8HR	159.28	162.48	165.68		8HR	219.36	223.84
	HRLY	19.91	20.31	20.71		HRLY	27.42	27.98
F103	ANN	42,708	43,596	44,460	F111	ANN	59,328	60,528
	MON	3,559	3,633	3,705		MON	4,944	5,044
	8HR	164.24	167.68	171.04		8HR	228.16	232.80
	HRLY	20.53	20.96	21.38		HRLY	28.52	29.10
F104	ANN	44,472	45,348	46,272	F112	ANN	61,680	62,928
	MON	3,706	3,779	3,856		MON	5,140	5,244
	8HR	171.04	174.40	178.00		8HR	237.20	242.00
	HRLY	21.38	21.80	22.25		HRLY	29.65	30.25
F105	ANN	46,788	47,748	48,720	F113	ANN	64,152	65,448
	MON	3,899	3,979	4,060		MON	5,346	5,454
	8HR	179.92	183.68	187.36		8HR	246.72	251.76
	HRLY	22.49	22.96	23.42		HRLY	30.84	31.47
F106	ANN	48,096	49,044	50,028	F114	ANN	66,708	68,040
	MON	4,008	4,087	4,169		MON	5,559	5,670
	8HR	184.96	188.64	192.40		8HR	256.56	261.68
	HRLY	23.12	23.58	24.05		HRLY	32.07	32.71
F107	ANN	49,968	50,928	51,972	F115	ANN	69,348	70,740
	MON	4,164	4,244	4,331		MON	5,779	5,895
	8HR	192.16	195.84	199.92		8HR	266.72	272.08
	HRLY	24.02	24.48	24.99		HRLY	33.34	34.01
F108	ANN	51,972	52,992	54,036		ANN	72,156	73,236
	MON	4,331	4,416	4,503		MON	5,995	6,093
	8HR	203.84	207.84	211.92		8HR	277.52	282.88
	HRLY	25.48	25.98	26.53		HRLY	34.69	35.29

Specifications  
for the Class:

CARPENTER I

**Distinguishing Characteristics**

This class reflects the fully competent worker level in the series.

A Carpenter I independently performs a wide variety of skilled carpentry work in the construction, alteration and repair of structural woodwork and wooden articles as a regular and continuing work assignment, and may supervise one or more Carpenter Helpers or other helpers assisting in the work.

This class differs from the Carpenter Helper which performs duties that are essentially routine and repetitive, as well as manual and semi-skilled, in the construction, alteration and repair of structural woodwork and wooden articles, and assists a Carpenter I in rough and finished carpentry work.

This class differs from Carpenter II in that the Carpenter I performs skilled carpentry work in the construction, alteration and repair of structural woodwork and wooden articles and may occasionally lead the work of other skilled carpenters but mainly confines supervision to carpenter helpers and other semi-skilled or unskilled workers; whereas the Carpenter II, in addition to performing skilled carpentry work as a the major work assignment, supervises the work of skilled carpenters as a continuing work assignment including setting the pace and quality of 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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Lays out, cuts, fits braces and reinforces and nails stringers, piers and flooring guard rails for highway bridges; removes and replaces flooring, ceilings, partitions or roofs destroyed by termites, or wet or dry rot; lays out, fits and nails rafters, studs, frames, joints and underpinning posts of buildings; replaces, cuts, and installs glass panes in doors and windows using glazier's points and putty, or strips of molding and nails; lays out, cuts, assembles and installs window frames, door frames and louvers; installs or repairs hardware such as locks, door stops, hasps, hinges and door knobs; constructs wooden fences; reads blueprints, working drawings, sketches or specifications to determine the types and costs of materials needed and dimensions of articles or structures to be constructed or repaired; checks vertical and horizontal

trueness of objects by using a plumb bob, square or level; selects specified types, kinds and sizes of lumber and other materials; lays out foundations with a transit, level, and steel tape; cuts and assembles concrete forms for culverts, walls, curbs, sidewalks, and piers for bridges; assembles and wires together reinforcing iron rods and wire mesh, and pours concrete in forms; measures, cuts and fits timbers for stringers, fenders and braces for wharves, piers and other structures; removes, places and secures heavy timbers with metal bolts and braces; cuts wooden pilings with a pneumatic saw and constructs foundations for pouring underwater concrete pilings; cuts, fits, and erects scaffolding to facilitate work at high levels or difficult to work in places; re-roofs buildings with shingles, roofing paper or galvanized iron; operates wood-working machinery such as sanders, planers, joiners, handsaws, routers, mortises, wood lathes, drill presses, and power saws; lays out, saws, fits, assembles, nails, screws, glues, or dowels and finishes cabinets, filing cases, chairs, counters or desks; lays finished flooring, saws, fits, and nails interior and exterior trim, such as moldings, baseboards, sills and fillers; inspects buildings to determine needed repairs, and orders needed material; assigns and oversees the work of Carpenter Helpers and other semi-skilled or unskilled workers; may lead the work of other journey level Carpenters; may perform work in other building trades when not utilized as a Carpenter.

### **Minimum Qualification Requirements**

**Experience and Training:** Four (4) years of work experience in performing a variety of rough and finished carpentry work; or any equivalent combination of training and experience.

**Knowledge of:** Practices and methods used in the carpentry trade, including safety procedures; tools, equipment and materials used in the carpentry trade.

**Ability to:** Use hand and power tools common to the carpentry trade; read and interpret blueprints and sketches; recognize hazards typical of the work; estimate time and materials needed to complete a job; understand and follow oral and written instructions; perform heavy lifting, moving and other manual work typical of the class.

### **Physical and Medical Requirements**

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

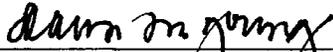
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CARPENTER I

Page 3  
10.010

This is an amendment to the specifications for the class Carpenter I, which were approved on May 9, 1983.

DATE APPROVED: 3/28/2012

  
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BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development

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Specifications for the Classes:

BUILDING MAINTENANCE WORKER I and II

**DISTINGUISHING CHARACTERISTICS**

**BUILDING MAINTENANCE WORKER I** - This is the fully competent worker in the series. Independently performs a variety of skilled building maintenance and repair work as a regular and continuing work assignment; may supervise one or more building maintenance helpers, or other helpers assisting in the work.

**BUILDING MAINTENANCE WORKER II** - This is the working supervisor in the series. In addition to performing skilled building maintenance and repair work, supervises the work of several fully competent building maintenance workers as a continuing work assignment, including setting the pace and quality of work and demonstrating proper work methods.

**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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

**BUILDING MAINTENANCE WORKER I** - Checks building, 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 hangs 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 asphalt concrete walkways and driveways; 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 drop cords; performs electrical work under the supervision of a licensed electrician (e.g., replaces electrical fixtures, fuses, switches; installs new electrical outlets; locates and repairs shorts in electrical circuit); performs plumbing work under the supervision of a licensed plumber (e.g., 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; operate a vehicle in the transportation of materials; cleans, sharpens and services tools and equipment used in the work.

**BUILDING MAINTENANCE WORKER II** - Supervises and participates in the repair and maintenance of buildings; in addition to performing skilled building maintenance repair work, 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; works alongside subordinates to set pace and quality of work; checks and inspects buildings, structures, equipment and facilities for needed repairs; estimates material and labor costs; requisitions materials; inspects work in progress and upon completion for proper quality of work; makes oral and written reports of work completed by the crew.

### **MINIMUM QUALIFICATION REQUIREMENTS**

#### **Experience and Training:**

**BUILDING MAINTENANCE WORKER I** - Four (4) years of work experience in performing a variety of building maintenance repair work, or any equivalent combination of training and experience.

**BUILDING MAINTENANCE WORKER II** - Six (6) years of work experience in performing a variety of building maintenance repair work, of which two (2) years shall have been as a fully competent worker, or any equivalent combination of training and experience.

#### **Knowledge and Abilities Required:**

**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:** 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 materials needed to perform

maintenance and repair jobs; make mechanical repairs to equipment and appliances; understand and follow oral and written instructions. In addition, for Building Maintenance Worker II, ability to plan, lay out, assign and review the work of other skilled building maintenance workers; give and follow oral and written instructions; and keep records and prepare reports.

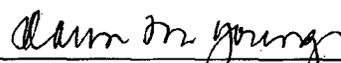
Physical and Medical Requirements:

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

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This is an amendment to the specifications for the classes Building Maintenance Worker I and II, which were approved on April 13, 1983.

DATE APPROVED: 1/27/2012

  
\_\_\_\_\_  
BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development

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Specifications for the Class:

GENERAL LABORER I

**Distinguishing Characteristics**

Positions in this class perform a variety of routine, repetitive manual tasks not requiring the continuous performance of a mechanical or trade skill.

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

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 occasionally operate a pickup truck to transport a work crew, materials, supplies and/or equipment to and from job sites.

**Minimum Qualification Requirements**

Experience and Training: None required.

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

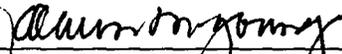
**Physical and Medical Requirements**

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

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This is an amendment to the specifications for the class GENERAL LABORER I, which were approved on December 13, 1984.

DATE APPROVED: 3/27/2012

  
\_\_\_\_\_  
for BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development

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Specifications for the Class:

GENERAL LABORER II

**Distinguishing Characteristics**

Positions in this class perform 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.

This class differs 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 General Laborer III which, 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** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Helps erect wooden and steel scaffolding in and around buildings, scrapes and wire brushes structural steel, wire fences and other metal objects; 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 a 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 a carpenter in repairing leaky roofs with roofing cement and replaces areas with mineral surface paper; replaces burnt out light bulbs; under the supervision of an electrician, repairs light sockets, switches and electrical outlets and replaces fuses; assists a carpenter in hanging doors, replacing window panes, window screen frames, clothes line poles, flooring and door jambs; under the supervision of a plumber, replaces faucet and shower valves, washers, sink and basin traps, hose bibbs and tank bulbs; clears clogged toilets, sinks and basin drain pipes; overhauls, cleans and repairs stoves and burners; assists a 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 a 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; 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 a work crew, materials, supplies and/or equipment to and from job sites; 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 in general construction and/or maintenance; or any equivalent combination of training and experience.

**Knowledge of:** Common hand tools and equipment used in manual unskilled and semi-skilled work in general construction and/or maintenance; 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 able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the specifications for the class GENERAL LABORER II which were approved on December 13, 1984.

DATE APPROVED: 3/27/2012

  
\_\_\_\_\_  
BY BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development

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Specifications for the Class:

GENERAL LABORER III

**Distinguishing Characteristics**

This class reflects a working supervisor responsible for supervising a work crew and participating 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.

This class differs from 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.

**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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

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 pickup truck to transport a work crew, materials, supplies and/or equipment to and from job sites.

**Minimum Qualification Requirements**

Experience and Training: Three (3) years of manual unskilled and semi-skilled work experience in general construction and/or maintenance; or any equivalent combination of training and experience.

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

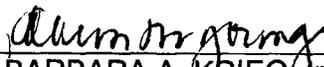
Ability to: Operate and maintain simple construction and maintenance tools and equipment, deal effectively with subordinates and obtain good results from workers supervised; give and receive both oral and written instructions; plan, lay out, assign and review the work of other laborers; perform heavy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

**Physical and Medical Requirements**

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

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This is an amendment to the specifications for the class GENERAL LABORER III, which were approved on December 13, 1984.

DATE APPROVED: 3/27/2012

  
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BARBARA A. KRIEG Interim Director  
Department of Human Resources Development

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Class Specifications  
for the Class:

BUILDING MAINTENANCE HELPER

**Distinguishing Characteristics:**

This is the entry-level class in the Building Maintenance series. This class 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.

**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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

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; under the supervision of a licensed plumber, assists in the installation, maintenance, and repair of plumbing, water and sewer systems in offices, houses and other structures, and 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; under the supervision of a licensed electrician, 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.

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Effective Date: 04/01/2015  
Bargaining Unit: 01 Blue Collar, Non-Supervisor

		A		A		A		A		A	
BC01	ANN	35,484	48,216	WS01	ANN	36,768	WS09	ANN	51,168		
	MON	2,957	4,018		MON	3,064		MON	4,264		
	8HR	136.48	185.44		8HR	141.44		8HR	196.80		
	HRLY	17.06	23.18		HRLY	17.68		HRLY	24.60		
BC02	ANN	35,964	50,052	WS02	ANN	38,472	WS10	ANN	53,004		
	MON	2,997	4,171		MON	3,206		MON	4,417		
	8HR	138.32	192.48		8HR	148.00		8HR	203.84		
	HRLY	17.29	24.06		HRLY	18.50		HRLY	25.48		
BC03	ANN	36,972	51,876	WS03	ANN	39,588	WS11	ANN	55,044		
	MON	3,081	4,323		MON	3,299		MON	4,587		
	8HR	142.24	199.52		8HR	152.24		8HR	211.68		
	HRLY	17.78	24.94		HRLY	19.03		HRLY	26.46		
BC04	ANN	38,472	53,868	WS04	ANN	41,184	WS12	ANN	57,048		
	MON	3,206	4,489		MON	3,432		MON	4,754		
	8HR	148.00	207.20		8HR	158.40		8HR	219.44		
	HRLY	18.50	25.90		HRLY	19.80		HRLY	27.43		
BC05	ANN	40,008	55,824	WS05	ANN	42,840	WS13	ANN	59,184		
	MON	3,334	4,652		MON	3,570		MON	4,932		
	8HR	153.84	214.72		8HR	164.80		8HR	227.60		
	HRLY	19.23	26.84		HRLY	20.60		HRLY	28.45		
BC06	ANN	41,604	57,948	WS06	ANN	44,556	WS14	ANN	61,416		
	MON	3,467	4,829		MON	3,713		MON	5,118		
	8HR	160.00	222.88		8HR	171.36		8HR	236.24		
	HRLY	20.00	27.86		HRLY	21.42		HRLY	29.53		
BC07	ANN	43,272	60,132	WS07	ANN	46,344	WS15	ANN	63,732		
	MON	3,606	5,011		MON	3,862		MON	5,311		
	8HR	166.40	231.28		8HR	178.24		8HR	245.12		
	HRLY	20.80	28.91		HRLY	22.28		HRLY	30.64		
BC08	ANN	45,024	61,884	WS08	ANN	48,180		ANN	65,040		
	MON	3,752	5,157		MON	4,015		MON	5,415		
	8HR	173.20	238.16		8HR	185.28		8HR	253.76		
	HRLY	21.65	29.77		HRLY	23.16		HRLY	31.72		

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Bargaining Unit: 01 Blue Collar, Non-Supervisor

	A		A		A		A		A		
BC01	ANN	36,912	BC09	ANN	50,160	WS01	ANN	38,256	WS09	ANN	53,232
	MON	3,076		MON	4,180		MON	3,188		MON	4,436
	8HR	142.00		8HR	192.96		8HR	147.12		8HR	204.72
	HRLY	17.75		HRLY	24.12		HRLY	18.39		HRLY	25.59
BC02	ANN	37,416	BC10	ANN	52,068	WS02	ANN	40,020	WS10	ANN	55,140
	MON	3,118		MON	4,339		MON	3,335		MON	4,595
	8HR	143.92		8HR	200.24		8HR	153.92		8HR	212.08
	HRLY	17.99		HRLY	25.03		HRLY	19.24		HRLY	26.51
BC03	ANN	38,472	BC11	ANN	53,964	WS03	ANN	41,184	WS11	ANN	57,276
	MON	3,206		MON	4,497		MON	3,432		MON	4,773
	8HR	148.00		8HR	207.52		8HR	158.40		8HR	220.32
	HRLY	18.50		HRLY	25.94		HRLY	19.80		HRLY	27.54
BC04	ANN	40,020	BC12	ANN	56,052	WS04	ANN	42,852	WS12	ANN	59,352
	MON	3,335		MON	4,671		MON	3,571		MON	4,946
	8HR	153.92		8HR	215.60		8HR	164.80		8HR	228.24
	HRLY	19.24		HRLY	26.95		HRLY	20.60		HRLY	28.53
BC05	ANN	41,628	BC13	ANN	58,080	WS05	ANN	44,568	WS13	ANN	61,584
	MON	3,469		MON	4,840		MON	3,714		MON	5,132
	8HR	160.08		8HR	223.36		8HR	171.44		8HR	236.88
	HRLY	20.01		HRLY	27.92		HRLY	21.43		HRLY	29.61
BC06	ANN	43,284	BC14	ANN	60,300	WS06	ANN	46,356	WS14	ANN	63,888
	MON	3,607		MON	5,025		MON	3,863		MON	5,324
	8HR	166.48		8HR	231.92		8HR	178.32		8HR	245.76
	HRLY	20.81		HRLY	28.99		HRLY	22.29		HRLY	30.72
BC07	ANN	45,024	BC15	ANN	62,556	WS07	ANN	48,216	WS15	ANN	66,300
	MON	3,752		MON	5,213		MON	4,018		MON	5,525
	8HR	173.20		8HR	240.64		8HR	185.44		8HR	255.04
	HRLY	21.65		HRLY	30.08		HRLY	23.18		HRLY	31.88
BC08	ANN	46,848		ANN	50,124	WS08	ANN	50,124		ANN	50,124
	MON	3,904		MON	4,177		MON	4,177		MON	4,177
	8HR	180.16		8HR	192.80		8HR	192.80		8HR	192.80
	HRLY	22.52		HRLY	24.10		HRLY	24.10		HRLY	24.10

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Effective Date: 10/01/2016  
 Bargaining Unit: 01 Blue Collar, Non-Supervisor

	A				A				A				A			
BC01	ANN	37,656	BC09	ANN	51,168	WS01	ANN	39,024	WS09	ANN	54,300					
	MON	3,138		MON	4,264		MON	3,252		MON	4,525					
	8HR	144.80		8HR	196.80		8HR	150.08		8HR	208.88					
	HRLY	18.10		HRLY	24.60		HRLY	18.76		HRLY	26.11					
BC02	ANN	38,160	BC10	ANN	53,112	WS02	ANN	40,824	WS10	ANN	56,244					
	MON	3,180		MON	4,426		MON	3,402		MON	4,687					
	8HR	146.80		8HR	204.24		8HR	157.04		8HR	216.32					
	HRLY	18.35		HRLY	25.53		HRLY	19.63		HRLY	27.04					
BC03	ANN	39,240	BC11	ANN	55,044	WS03	ANN	42,012	WS11	ANN	58,416					
	MON	3,270		MON	4,587		MON	3,501		MON	4,868					
	8HR	150.96		8HR	211.68		8HR	161.60		8HR	224.64					
	HRLY	18.87		HRLY	26.46		HRLY	20.20		HRLY	28.08					
BC04	ANN	40,824	BC12	ANN	57,168	WS04	ANN	43,704	WS12	ANN	60,540					
	MON	3,402		MON	4,764		MON	3,642		MON	5,045					
	8HR	157.04		8HR	219.84		8HR	168.08		8HR	232.88					
	HRLY	19.63		HRLY	27.48		HRLY	21.01		HRLY	29.11					
BC05	ANN	42,456	BC13	ANN	59,244	WS05	ANN	45,456	WS13	ANN	62,820					
	MON	3,538		MON	4,937		MON	3,788		MON	5,235					
	8HR	163.28		8HR	227.84		8HR	174.80		8HR	241.60					
	HRLY	20.41		HRLY	28.48		HRLY	21.85		HRLY	30.20					
BC06	ANN	44,148	BC14	ANN	61,512	WS06	ANN	47,280	WS14	ANN	65,160					
	MON	3,679		MON	5,126		MON	3,940		MON	5,430					
	8HR	169.84		8HR	236.56		8HR	181.84		8HR	250.64					
	HRLY	21.23		HRLY	29.57		HRLY	22.73		HRLY	31.33					
BC07	ANN	45,924	BC15	ANN	63,804	WS07	ANN	49,176	WS15	ANN	67,632					
	MON	3,827		MON	5,317		MON	4,098		MON	5,636					
	8HR	176.64		8HR	245.44		8HR	189.12		8HR	260.16					
	HRLY	22.08		HRLY	30.68		HRLY	23.64		HRLY	32.52					
BC08	ANN	47,784		ANN	51,132	WS08	ANN	51,132		ANN	51,132					
	MON	3,982		MON	4,261		MON	4,261		MON	4,261					
	8HR	183.76		8HR	196.64		8HR	196.64		8HR	196.64					
	HRLY	22.97		HRLY	24.58		HRLY	24.58		HRLY	24.58					



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		Step A1	Step B1	Step C1		Step A1	Step B1	Step C1
F101	ANN	39,024	39,792	40,572	F109	ANN	53,748	54,828
	MON	3,252	3,316	3,381		MON	4,479	4,569
	8HR	150.08	153.04	156.08		8HR	206.72	210.88
	HRLY	18.76	19.13	19.51		HRLY	25.84	26.36
F102	ANN	40,596	41,412	42,240	F110	ANN	55,908	57,048
	MON	3,383	3,451	3,520		MON	4,659	4,754
	8HR	156.16	159.28	162.48		8HR	215.04	219.44
	HRLY	19.52	19.91	20.31		HRLY	26.88	27.43
F103	ANN	41,868	42,744	43,584	F111	ANN	58,164	59,340
	MON	3,489	3,562	3,632		MON	4,847	4,945
	8HR	161.04	164.40	167.60		8HR	223.68	228.24
	HRLY	20.13	20.55	20.95		HRLY	27.96	28.53
F104	ANN	43,596	44,460	45,360	F112	ANN	60,468	61,692
	MON	3,633	3,705	3,780		MON	5,039	5,141
	8HR	167.68	171.04	174.48		8HR	232.56	237.28
	HRLY	20.96	21.38	21.81		HRLY	29.07	29.66
F105	ANN	45,876	46,812	47,760	F113	ANN	62,892	64,164
	MON	3,823	3,901	3,980		MON	5,241	5,347
	8HR	176.48	180.08	183.68		8HR	241.92	246.80
	HRLY	22.06	22.51	22.96		HRLY	30.24	30.85
F106	ANN	47,148	48,084	49,044	F114	ANN	65,400	66,708
	MON	3,929	4,007	4,087		MON	5,450	5,559
	8HR	181.36	184.96	188.64		8HR	251.52	256.56
	HRLY	22.67	23.12	23.58		HRLY	31.44	32.07
F107	ANN	48,984	49,932	50,952	F115	ANN	67,992	69,348
	MON	4,082	4,161	4,246		MON	5,666	5,779
	8HR	188.40	192.08	196.00		8HR	261.52	266.72
	HRLY	23.55	24.01	24.50		HRLY	32.69	33.34
F108	ANN	50,952	51,948	52,980		ANN	70,740	72,000
	MON	4,246	4,329	4,415		MON	5,895	6,015
	8HR	196.00	199.84	203.76		8HR	272.08	277.20
	HRLY	24.50	24.98	25.47		HRLY	34.01	34.61

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		Step A1	Step B1	Step C1		Step A1	Step B1	Step C1
F201	ANN	41,532	42,384	43,212	F209	ANN	57,300	58,428
	MON	3,461	3,532	3,601		MON	4,775	4,869
	8HR	159.76	163.04	166.24		8HR	220.40	224.72
	HRLY	19.97	20.38	20.78		HRLY	27.55	28.09
F202	ANN	43,200	44,076	44,940	F210	ANN	59,508	60,708
	MON	3,600	3,673	3,745		MON	4,959	5,059
	8HR	166.16	169.52	172.88		8HR	228.88	233.52
	HRLY	20.77	21.19	21.61		HRLY	28.61	29.19
F203	ANN	44,604	45,492	46,416	F211	ANN	61,896	63,156
	MON	3,717	3,791	3,868		MON	5,158	5,263
	8HR	171.52	174.96	178.56		8HR	238.08	242.88
	HRLY	21.44	21.87	22.32		HRLY	29.76	30.36
F204	ANN	46,416	47,340	48,276	F212	ANN	64,428	65,700
	MON	3,868	3,945	4,023		MON	5,369	5,475
	8HR	178.56	182.08	185.68		8HR	247.84	252.72
	HRLY	22.32	22.76	23.21		HRLY	30.98	31.59
F205	ANN	48,264	49,224	50,220	F213	ANN	67,032	68,364
	MON	4,022	4,102	4,185		MON	5,586	5,697
	8HR	185.60	189.36	193.12		8HR	257.84	262.96
	HRLY	23.20	23.67	24.14		HRLY	32.23	32.87
F206	ANN	50,184	51,168	52,200	F214	ANN	69,684	71,076
	MON	4,182	4,264	4,350		MON	5,807	5,923
	8HR	193.04	196.80	200.80		8HR	268.00	273.36
	HRLY	24.13	24.60	25.10		HRLY	33.50	34.17
F207	ANN	52,212	53,244	54,312	F215	ANN	72,444	73,908
	MON	4,351	4,437	4,526		MON	6,037	6,159
	8HR	200.80	204.80	208.88		8HR	278.64	284.24
	HRLY	25.10	25.60	26.11		HRLY	34.83	35.53
F208	ANN	54,300	55,392	56,484				
	MON	4,525	4,616	4,707				
	8HR	208.88	213.04	217.28				
	HRLY	26.11	26.63	27.16				

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		Step A1	Step B1	Step C1		Step A1	Step B1	Step C1
F301	ANN	44,232	45,120	46,020	F309	ANN	60,996	62,208
	MON	3,686	3,760	3,835		MON	5,083	5,184
	8HR	170.16	173.52	177.04		8HR	234.64	239.28
	HRLY	21.27	21.69	22.13		HRLY	29.33	29.91
F302	ANN	46,008	46,920	47,868	F310	ANN	63,396	64,656
	MON	3,834	3,910	3,989		MON	5,283	5,388
	8HR	176.96	180.48	184.08		8HR	243.84	248.64
	HRLY	22.12	22.56	23.01		HRLY	30.48	31.08
F303	ANN	47,520	48,480	49,452	F311	ANN	65,964	67,296
	MON	3,960	4,040	4,121		MON	5,497	5,608
	8HR	182.80	186.48	190.24		8HR	253.68	258.80
	HRLY	22.85	23.31	23.78		HRLY	31.71	32.35
F304	ANN	49,392	50,388	51,396	F312	ANN	68,616	69,984
	MON	4,116	4,199	4,283		MON	5,718	5,832
	8HR	190.00	193.84	197.68		8HR	263.92	269.20
	HRLY	23.75	24.23	24.71		HRLY	32.99	33.65
F305	ANN	51,432	52,440	53,496	F313	ANN	71,388	72,804
	MON	4,286	4,370	4,458		MON	5,949	6,067
	8HR	197.84	201.68	205.76		8HR	274.56	280.00
	HRLY	24.73	25.21	25.72		HRLY	34.32	35.00
F306	ANN	53,436	54,516	55,596	F314	ANN	74,208	75,660
	MON	4,453	4,543	4,633		MON	6,184	6,305
	8HR	205.52	209.68	213.84		8HR	285.44	291.04
	HRLY	25.69	26.21	26.73		HRLY	35.68	36.38
F307	ANN	55,596	56,700	57,816	F315	ANN	77,172	78,708
	MON	4,633	4,725	4,818		MON	6,431	6,559
	8HR	213.84	218.08	222.40		8HR	296.80	302.72
	HRLY	26.73	27.26	27.80		HRLY	37.10	37.84
F308	ANN	57,792	58,956	60,120		ANN	80,292	81,564
	MON	4,816	4,913	5,010		MON	6,691	6,800
	8HR	222.24	226.72	231.20		8HR	302.72	308.80
	HRLY	27.78	28.34	28.90		HRLY	37.10	37.84

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		Step A1	Step B1	Step C1		Step A1	Step B1	Step C1
GF01	ANN	47,100	48,060	49,020	GF09	ANN	64,968	66,276
	MON	3,925	4,005	4,085		MON	5,414	5,523
	8HR	181.12	184.88	188.56		8HR	249.84	254.88
	HRLY	22.64	23.11	23.57		HRLY	31.23	31.86
GF02	ANN	48,984	49,932	50,952	GF10	ANN	67,500	68,844
	MON	4,082	4,161	4,246		MON	5,625	5,737
	8HR	188.40	192.08	196.00		8HR	259.60	264.80
	HRLY	23.55	24.01	24.50		HRLY	32.45	33.10
GF03	ANN	50,616	51,600	52,644	GF11	ANN	70,200	71,604
	MON	4,218	4,300	4,387		MON	5,850	5,967
	8HR	194.64	198.48	202.48		8HR	270.00	275.44
	HRLY	24.33	24.81	25.31		HRLY	33.75	34.43
GF04	ANN	52,608	53,652	54,732	GF12	ANN	73,068	74,508
	MON	4,384	4,471	4,561		MON	6,089	6,209
	8HR	202.32	206.32	210.48		8HR	281.04	286.56
	HRLY	25.29	25.79	26.31		HRLY	35.13	35.82
GF05	ANN	54,756	55,836	56,952	GF13	ANN	75,996	77,520
	MON	4,563	4,653	4,746		MON	6,333	6,460
	8HR	210.64	214.72	219.04		8HR	292.32	298.16
	HRLY	26.33	26.84	27.38		HRLY	36.54	37.27
GF06	ANN	56,904	58,044	59,184	GF14	ANN	78,996	80,568
	MON	4,742	4,837	4,932		MON	6,583	6,714
	8HR	218.88	223.28	227.60		8HR	303.84	309.84
	HRLY	27.36	27.91	28.45		HRLY	37.98	38.73
GF07	ANN	59,172	60,372	61,584	GF15	ANN	82,164	83,820
	MON	4,931	5,031	5,132		MON	6,847	6,985
	8HR	227.60	232.24	236.88		8HR	316.00	322.40
	HRLY	28.45	29.03	29.61		HRLY	39.50	40.30
GF08	ANN	61,584	62,820	64,080		ANN	85,488	
	MON	5,132	5,235	5,340		MON	7,124	
	8HR	236.88	241.60	246.48		8HR	328.80	
	HRLY	29.61	30.20	30.81		HRLY	41.10	

State of Hawaii  
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT  
SALARY SCHEDULE

Effective Date: 07/01/2015  
Bargaining Unit: 02 Blue Collar, Supervisor

		Step A1	Step B1	Step C1		Step A1	Step B1	Step C1
WF01	ANN	36,636	37,356	38,100	WF09	ANN	50,496	51,504
	MON	3,053	3,113	3,175		MON	4,208	4,292
	8HR	140.88	143.68	146.56		8HR	194.24	198.08
	HRLY	17.61	17.96	18.32		HRLY	24.28	24.76
WF02	ANN	38,100	38,880	39,660	WF10	ANN	52,536	53,568
	MON	3,175	3,240	3,305		MON	4,378	4,464
	8HR	146.56	149.52	152.56		8HR	202.08	206.00
	HRLY	18.32	18.69	19.07		HRLY	25.26	25.75
WF03	ANN	39,348	40,128	40,920	WF11	ANN	54,600	55,692
	MON	3,279	3,344	3,410		MON	4,550	4,641
	8HR	151.36	154.32	157.36		8HR	210.00	214.24
	HRLY	18.92	19.29	19.67		HRLY	26.25	26.78
WF04	ANN	40,920	41,736	42,564	WF12	ANN	56,760	57,900
	MON	3,410	3,478	3,547		MON	4,730	4,825
	8HR	157.36	160.56	163.68		8HR	218.32	222.72
	HRLY	19.67	20.07	20.46		HRLY	27.29	27.84
WF05	ANN	42,528	43,404	44,256	WF13	ANN	59,076	60,276
	MON	3,544	3,617	3,688		MON	4,923	5,023
	8HR	163.60	166.96	170.24		8HR	227.20	231.84
	HRLY	20.45	20.87	21.28		HRLY	28.40	28.98
WF06	ANN	44,256	45,156	46,056	WF14	ANN	61,416	62,652
	MON	3,688	3,763	3,838		MON	5,118	5,221
	8HR	170.24	173.68	177.12		8HR	236.24	240.96
	HRLY	21.28	21.71	22.14		HRLY	29.53	30.12
WF07	ANN	46,008	46,920	47,868	WF15	ANN	63,852	65,124
	MON	3,834	3,910	3,989		MON	5,321	5,427
	8HR	176.96	180.48	184.08		8HR	245.60	250.48
	HRLY	22.12	22.56	23.01		HRLY	30.70	31.31
WF08	ANN	47,832	48,768	49,740		ANN	65,124	66,432
	MON	3,986	4,064	4,145		MON	5,427	5,536
	8HR	184.00	187.60	191.28		8HR	250.48	255.52
	HRLY	23.00	23.45	23.91		HRLY	31.31	31.94