

PART I

DEPARTMENT OF PERSONNEL SERVICES
STATE OF HAWAII

9.030

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Class Specifications
for the Class:REFUSE COLLECTORDuties Summary:

Performs the lifting of heavy containers at designated collection locations around State buildings and grounds and deposits their contents into a refuse truck; and performs other duties as required.

Distinguishing Characteristics:

This class involves a regular and continuous assignment as a member of a refuse collection crew. A sustained lifting and movement of heavy containers is required at collection points; and litter, debris and other rubbish are also picked up and loaded manually.

Examples of Duties:

Accompanies a refuse truck on a designated scheduled route to collection pick-up points; lifts oil drums and other containers, and deposits contents into the load section of the truck; returns containers to their proper places; shovels or hand carries trash into the truck; rakes and tidies up refuse collection areas as necessary; picks up and loads tree trimmings and hedge cuttings into the truck; may assist in maintaining grounds areas by performing routine manual tasks such as weeding, watering and sodding; may dig and shovel dirt for the laying of lawn sprinkler pipes.

Knowledge and Abilities Required:

Knowledge of: Proper methods in the manual lifting of heavy objects; safety practices appropriate to the work.

Ability to: Perform heavy manual work; understand and follow oral instructions.

This is the first specification for the new class, REFUSE COLLECTOR established as a result of a classification appeal decision by the Civil Service Commission.

DATE APPROVED: October 11, 1965

/s/ Edmond L. McIntosh
for (Mrs.) EDNA TAVARES TAUFASAU
Director of Personnel Services

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Class Specifications
for the Class:

TRUCK DRIVER-LABORER

Duties Summary:

Operates medium and heavy trucks as a regular work assignment, and performs operational maintenance; performs manual, unskilled and semi-skilled work in the general construction and maintenance of roads and adjacent areas; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from classes in the Truck Driver series in that the Truck Driver-Laborer is regularly assigned to operate medium (factory rated capacity of 1-1/2 tons and over, but less than 5 tons), and heavy (factory rated capacity of 5 tons and over) trucks, but spends a major portion of the work time in performing manual, unskilled and semi-skilled work; whereas classes in the Truck Driver series are responsible for operating and maintaining trucks as a major work assignment and may perform manual work as an auxiliary or sporadic assignment.

This class differs from the class General Laborer II in the Truck Driver-Laborer, although spending a major portion of time performing manual, unskilled and semi-skilled work, is regularly assigned to operate medium and heavy trucks on a continuing basis; whereas the General Laborer II performs manual work which includes tasks that require some manipulative skill, but does not include the operation of medium and heavy trucks on a regular or continuing basis.

Examples of Duties:

Operates dump trucks to haul rocks, gravel, dirt and other material; operates a tank truck to haul water to landscaped areas; operates water pumps and waters plants and grass with hose or spray attachments; plants trees, shrubs and grass along landscaped areas of the highway; prunes trees and shrubs; cultivates and weeds landscaped areas; cleans ditches and culverts; cuts grass along highways; assists in building or repairing stonewalls, guard rails and patching pavement; performs a variety of manual, unskilled and semi-skilled work in the general construction and maintenance of roads, buildings, structures and equipment; keeps records of supplies and materials used in maintaining landscaped areas such as insecticides and fertilizers; may supervise a helper assisting in the maintenance of landscaped areas.

Knowledge, Skills and Abilities Required:

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; method of operating motorized equipment representative of the class; the capacity and uses of motorized equipment representative of the class; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; hazards and safety precautions applicable to the operation of motorized equipment representative of the class.

Ability to: Operate motorized equipment representative of the class skillfully and safely; understand and follow oral and written instructions; perform minor maintenance work on equipment representative of the class; perform lifting, carrying or other manual work typical of the class; operate simple machinery; understand and observe traffic laws and rules; learn a variety of semi-skilled work tasks; operate simple machinery.

This is an amendment (format change only) to the class specification for the class TRUCK DRIVER-LABORER approved on December 3, 1985.

DATE APPROVED: 4/23/91

SHARON Y. MIYASHIRO
Director of Personnel Services

Minimum Qualification Specifications
for the Class:

TRUCK DRIVER-LABORER

Experience Requirement

One (1) year of manual, unskilled and semi-skilled work experience in general construction and/or building repair and maintenance, some of which shall have included the operation of trucks representative of the class (i.e., medium trucks with a factory rated capacity of 1-1/2 tons or more, but less than 5 tons, and heavy trucks with a factory rated capacity greater than 5 tons), or any equivalent combination of training and experience.

License Requirement

A valid license of the appropriate type (e.g., Class 4 or Commercial Driver's License with applicable endorsements) to drive in the State of Hawaii is required to perform the essential functions of the position.

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

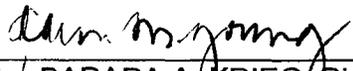
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

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

This is an amendment to the minimum qualification specifications for the class TRUCK DRIVER-LABORER, which were approved on April 23, 1991.

DATE APPROVED: 4/5/2013



BARARA A. KRIEG, Director
Department of Human Resources Development

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Class Specifications
for the Class:

TRUCK DRIVER

Duties Summary:

Operates a truck of at least 1-1/2 ton factory-rated capacity but less than 5 tons, or a tank truck having a capacity of 1200 gallons or less as a major work assignment, and performs operational maintenance; may perform manual work tasks in connection with general construction and maintenance work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Light Truck Driver in that the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons as a major work assignment; whereas the Light Truck Driver operates and maintains a truck having a factory-rated capacity of less than 1-1/2 tons or a passenger-type vehicle such as a sedan or station wagon as a major work assignment and may occasionally operate heavier trucks.

This class differs from that of Heavy Truck Driver in that the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons or a tank truck having a capacity of 1200 gallons or less as a major work assignment and may occasionally operate heavier trucks; whereas the Heavy Truck Driver operates and maintains a truck having a factory-rated capacity of 5 tons and over or a tank truck having a capacity of over 1200 gallons as a major work assignment.

Examples of Duties:

Operates a truck representative of the class to haul gravel, rocks, dirt, sand, rubbish and other materials; operates a tank truck appropriate to the class for watering landscaped areas, poisoning weeds and brush, or for applying bitumuls to pavement; may keep records of areas watered or sprayed with poison; transports personnel to and from work sites; operates or runs equipment attached to or mounted on trucks such as booms, air compressors and spraying equipment; checks trucks for gasoline, oil, water, and proper air pressure in tires, and tends to such

needs; services and makes minor emergency repairs to equipment; cuts grass and branches; cleans storm drains, and cleans debris from highways and other areas; spreads asphaltic concrete and rock in repairing pavement; may direct others in loading and unloading truck; or may operate tractor mowers, light trucks or other similar pieces of equipment; and may occasionally operate other types of motorized equipment or heavy trucks.

Knowledge, Skills, and Abilities Required:

Knowledge of: Method of operating motorized equipment representative of this class; the capacity and uses of motorized equipment representative of this class; operational maintenance needs of motorized equipment representative of this class; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; and hazards and safety precautions applicable to the operation of motorized equipment representative of the class.

Ability to: Operate motorized equipment representative of this class skillfully and safely; understand and observe traffic laws and rules; perform minor maintenance work on equipment representative of this class; learn to operate attachments to trucks, such as booms, generators, air compressors, and spraying equipment; understand and follow oral and written instruction; use common hand tools; observe mechanical defects and take steps to have such defects corrected; and perform lifting, carrying or other manual work typical of the class.

This is an amendment (format change only) to the specification for the class TRUCK DRIVER approved on September 23, 1988.

DATE APPROVED: 4/23/91

SHARON Y. MIYASHIRO
Director of Personnel Services

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Minimum Qualification Specifications
for the Class:

TRUCK DRIVER

Experience/Training Requirement

One (1) year of work experience in the operation of trucks representative of the class, or any equivalent combination of training and 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.

License Required

Applicants must possess valid license to drive in the State of Hawaii, and an appropriate Commercial Driver's License with proper endorsements, as applicable.

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 functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class TRUCK DRIVER, which were approved on April 23, 1991.

DATE APPROVED: 8/20/2012



BARBARA A. KRIEG, Director
Department of Human Resources Development

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Class Specifications
for the Class:

HEAVY TRUCK DRIVER

Duties Summary:

Operates a truck having a factory-rated capacity of 5 tons and over, or a tank truck having a capacity of over 1200 gallons as a major work assignment, and performs operational maintenance; may perform manual work tasks in connection with general construction and maintenance work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Truck Driver in that the Heavy Truck Driver operates and maintains a truck having a factory-rated capacity of 5 tons or over, or a tank truck having a capacity of over 1200 gallons as a major work assignment; whereas the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons, or a tank truck having a capacity of 1200 gallons or less as a major work assignment and may occasionally operate heavier trucks.

Examples of Duties:

Operates a truck representative of the class in hauling sand, rocks, aggregates, dirt, and other materials; operates a tank truck having a capacity of over 1200 gallons which is used for watering landscaped areas, poisoning weeds and brush, or applying bitumuls to pavement; operates or runs equipment attached to or mounted on trucks such as rock spreaders, booms, air compressors and spraying equipment; transports personnel to and from work sites; loads and unloads trucks; keeps equipment supplied with fuel, oil, water and air; services and makes minor emergency repairs to equipment; may keep records of areas watered or sprayed with poison; cuts grass, cleans ditches and cleans dirt and debris from highways and other areas; spreads asphaltic concrete and rocks in repairing pavement; may supervise others in loading and unloading trucks or performing other tasks related to the operation of the truck or attachments; and may operate other types of motorized equipment and assist in manual work as required.

Knowledge, Skills and Abilities Required:

Knowledge of: Method of operating motorized equipment representative of the class; the capacity and uses of motorized equipment representative of this class; maintenance needs of motorized equipment representative of this class; laws, ordinances, practices, and rules and regulations governing the operation of motorized equipment on streets and highways; and hazards and safety precautions applicable to the operation of motor vehicles.

Ability to: Operate motorized equipment representative of this class skillfully and safely; understand and follow oral and written instructions; perform minor maintenance work on equipment representative of this class; learn to operate attachments to trucks such as booms, generators, air compressors and spraying equipment; understand and observe traffic laws and rules; and observe mechanical defects and take steps to have such defects corrected; perform lifting, carrying or other manual work typical of the class.

This is an amendment (format change only) to the class specification for the class HEAVY TRUCK DRIVER approved on December 3, 1985.

DATE APPROVED: 4/23/91

SHARON Y. MIYASHIRO
Director of Personnel Services

Minimum Qualification Specifications
for the Class:

HEAVY TRUCK DRIVER

Experience Requirement

One (1) year of work experience in the operation of trucks having a factory-rated capacity of more than 1-1/2 tons, or any equivalent combination of training and experience.

License Requirement

A valid license of the appropriate type (e.g., Class 4 or Commercial Driver's License with applicable endorsements) to drive in the State of Hawaii is required to perform the essential functions of the position.

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

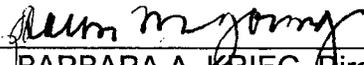
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

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

This is an amendment to the minimum qualification specifications for the class HEAVY TRUCK DRIVER, which were approved on April 23, 1991.

DATE APPROVED: 4/5/2013



BARBARA A. KRIEG, Director
Department of Human Resources Development

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2019
Bargaining Unit: 01 Blue Collar, Non-Supervisor

	A		A		A		A		A		
BC01	ANN MON 8HR HRLY	41,820 3,485 160.88 20.11	BC09	ANN MON 8HR HRLY	56,832 4,736 218.56 27.32	WS01	ANN MON 8HR HRLY	43,344 3,612 166.72 20.84	WS09	ANN MON 8HR HRLY	60,324 5,027 232.00 29.00
BC02	ANN MON 8HR HRLY	42,396 3,533 163.04 20.38	BC10	ANN MON 8HR HRLY	58,992 4,916 226.88 28.36	WS02	ANN MON 8HR HRLY	45,348 3,779 174.40 21.80	WS10	ANN MON 8HR HRLY	62,472 5,206 240.24 30.03
BC03	ANN MON 8HR HRLY	43,584 3,632 167.60 20.95	BC11	ANN MON 8HR HRLY	61,152 5,096 235.20 29.40	WS03	ANN MON 8HR HRLY	46,656 3,888 179.44 22.43	WS11	ANN MON 8HR HRLY	64,884 5,407 249.52 31.19
BC04	ANN MON 8HR HRLY	45,348 3,779 174.40 21.80	BC12	ANN MON 8HR HRLY	63,492 5,291 244.24 30.53	WS04	ANN MON 8HR HRLY	48,540 4,045 186.72 23.34	WS12	ANN MON 8HR HRLY	67,248 5,604 258.64 32.33
BC05	ANN MON 8HR HRLY	47,148 3,929 181.36 22.67	BC13	ANN MON 8HR HRLY	65,808 5,484 253.12 31.64	WS05	ANN MON 8HR HRLY	50,508 4,209 194.24 24.28	WS13	ANN MON 8HR HRLY	69,780 5,815 268.40 33.55
BC06	ANN MON 8HR HRLY	49,044 4,087 188.64 23.58	BC14	ANN MON 8HR HRLY	68,328 5,694 262.80 32.85	WS06	ANN MON 8HR HRLY	52,524 4,377 202.00 25.25	WS14	ANN MON 8HR HRLY	72,372 6,031 278.32 34.79
BC07	ANN MON 8HR HRLY	51,012 4,251 196.24 24.53	BC15	ANN MON 8HR HRLY	70,872 5,906 272.56 34.07	WS07	ANN MON 8HR HRLY	54,624 4,552 210.08 26.26	WS15	ANN MON 8HR HRLY	75,132 6,261 288.96 36.12
BC08	ANN MON 8HR HRLY	53,088 4,424 204.16 25.52				WS08	ANN MON 8HR HRLY	56,796 4,733 218.48 27.31			

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2020
Bargaining Unit: 01 Blue Collar, Non-Supervisor

	A		A		A		A		A		
BC01	ANN MON 8HR HRLY	42,660 3,555 164.08 20.51	BC09	ANN MON 8HR HRLY	57,972 4,831 222.96 27.87	WS01	ANN MON 8HR HRLY	44,208 3,684 170.00 21.25	WS09	ANN MON 8HR HRLY	61,536 5,128 236.64 29.58
BC02	ANN MON 8HR HRLY	43,248 3,604 166.32 20.79	BC10	ANN MON 8HR HRLY	60,168 5,014 231.44 28.93	WS02	ANN MON 8HR HRLY	46,260 3,855 177.92 22.24	WS10	ANN MON 8HR HRLY	63,720 5,310 245.04 30.63
BC03	ANN MON 8HR HRLY	44,460 3,705 171.04 21.38	BC11	ANN MON 8HR HRLY	62,376 5,198 239.92 29.99	WS03	ANN MON 8HR HRLY	47,592 3,966 183.04 22.88	WS11	ANN MON 8HR HRLY	66,180 5,515 254.56 31.82
BC04	ANN MON 8HR HRLY	46,260 3,855 177.92 22.24	BC12	ANN MON 8HR HRLY	64,764 5,397 249.12 31.14	WS04	ANN MON 8HR HRLY	49,512 4,126 190.40 23.80	WS12	ANN MON 8HR HRLY	68,592 5,716 263.84 32.98
BC05	ANN MON 8HR HRLY	48,096 4,008 184.96 23.12	BC13	ANN MON 8HR HRLY	67,128 5,594 258.16 32.27	WS05	ANN MON 8HR HRLY	51,516 4,293 198.16 24.77	WS13	ANN MON 8HR HRLY	71,172 5,931 273.76 34.22
BC06	ANN MON 8HR HRLY	50,028 4,169 192.40 24.05	BC14	ANN MON 8HR HRLY	69,696 5,808 268.08 33.51	WS06	ANN MON 8HR HRLY	53,580 4,465 206.08 25.76	WS14	ANN MON 8HR HRLY	73,824 6,152 283.92 35.49
BC07	ANN MON 8HR HRLY	52,032 4,336 200.16 25.02	BC15	ANN MON 8HR HRLY	72,288 6,024 278.00 34.75	WS07	ANN MON 8HR HRLY	55,716 4,643 214.32 26.79	WS15	ANN MON 8HR HRLY	76,632 6,386 294.72 36.84
BC08	ANN MON 8HR HRLY	54,144 4,512 208.24 26.03				WS08	ANN MON 8HR HRLY	57,936 4,828 222.80 27.85			