

PART I

DEPARTMENT OF PERSONNEL SERVICES  
STATE OF HAWAII

8.670

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Class Specifications  
for the class:SECURITY OFFICER IIDuties Summary:

Oversees the work of a group of security officers; patrols an assigned area and enforces laws, rules and regulations for the protection and security of property and maintenance of a safe environment; investigates violations, apprehends violators, issues citations and makes citizen arrests; and performs other related duties as assigned.

Distinguishing Characteristics:

Positions in this class perform the work of a security officer and also have regular and continuous responsibility for supervising the work of a group of security officers. The supervisory work involves assigning security officers to posts or beats, providing instructions and continuing guidance and support, receiving and reviewing reports, investigating incidents and preparing report of operations.

Examples of Duties:

Schedules work shifts or makes work assignments for a group of security officers; inspects uniforms and equipment of security officers for cleanliness; instructs new personnel in duties to be performed; relays or transmits general and special orders to subordinates; keeps the superior informed of activities and work performance of subordinates; patrols an assigned area and enforces laws, rules and regulations for the protection and security of property and maintenance of a safe environment; guards property and equipment against fire, theft, vandalism and other irregularities; prevents trespassing and loitering; investigates and reports suspicious persons or unusual incidents; apprehends violators; directs traffic and enforces traffic rules and regulations; issues citations for violations of traffic regulations; makes citizen arrests when necessary; may carry and use firearms; and prepares activity and investigation reports.

Knowledge and Abilities Required:

Knowledge of: Law enforcement techniques pertaining to the protection and security of property and maintenance of a safe environment; methods of maintaining law and order within premises patrolled; and record-keeping practices pertaining to work assignments of subordinates.

Ability to: Understand, carry out and issue oral and written instructions; assign and oversee the work of others; explain to others and apply laws, rules and regulations concerning the protection of property; size up situations and people accurately and adopt an effective course of action; get along well with others; use and care for firearms; and prepare written reports.

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This is an amendment to the class specification for the class SECURITY OFFICER II approved on January 17, 1956.

Effective date: July 1, 1979

DATE APPROVED:    12/1/82

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

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.665
	STATE OF HAWAII	8.670
.....		8.672

Minimum Qualification Specifications  
for the Classes:

SECURITY OFFICER I, II, III

**Registration Requirement**

Applicants must be registered as a Guard with the State of Hawaii Board of Private Detectives and Guards, in accordance with Act 208, Session Laws of Hawaii 2010.

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	Spclzd Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
SECURITY OFFICER I	1	0	1
SECURITY OFFICER II	2	*	2
SECURITY OFFICER III	2	1	3

**Specialized Experience:** Progressively responsible work experience in the enforcement of security regulations or in the protection of property.

**Supervisory Experience:** Experience in directing or supervising personnel in security duties. This experience must have included responsibility for scheduling and assigning the work of subordinates; instructing employees in the proper method of performing the work; and keeping records of work activities.

\*For the Security Officer II level, applicants must possess supervisory aptitude. 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.

**Substitutions Allowed**

1. Successful completion of a reserve police training course which led to the issuance of a badge as Reserve Police Officer may be substituted for one (1) year of Specialized Experience.
2. Successful completion of a two-year or four-year program in police science from an accredited college or university may be substituted for one (1) year of the 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 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**

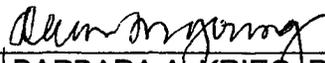
Applicants may be required to qualify on an appropriate examination.

**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 SECURITY OFFICER I, II, and III, which were approved on May 21, 2012.

DATE APPROVED: 7/1/2013

  
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BARBARA A. KRIEG, Director  
Department of Human Resources Development

State of Hawaii  
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT  
SALARY SCHEDULE

Effective Date: 01/01/2019  
Bargaining Unit: 03 White Collar, Non-supervisor  
04 White Collar, Supervisor

	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	
SR11	ANN	34,020	35,340	36,732	38,220	39,720	41,364	43,008	44,724	46,476	48,348	50,304	52,296
	MON	2,835	2,945	3,061	3,185	3,310	3,447	3,584	3,727	3,873	4,029	4,192	4,358
	8HR	130.88	135.92	141.28	147.04	152.80	159.12	165.44	172.00	178.72	185.92	193.44	201.12
	HRLY	16.36	16.99	17.66	18.38	19.10	19.89	20.68	21.50	22.34	23.24	24.18	25.14
SR12	ANN	35,340	36,732	38,220	39,720	41,364	43,008	44,724	46,476	48,348	50,304	52,296	54,432
	MON	2,945	3,061	3,185	3,310	3,447	3,584	3,727	3,873	4,029	4,192	4,358	4,536
	8HR	135.92	141.28	147.04	152.80	159.12	165.44	172.00	178.72	185.92	193.44	201.12	209.36
	HRLY	16.99	17.66	18.38	19.10	19.89	20.68	21.50	22.34	23.24	24.18	25.14	26.17
SR13	ANN	36,732	38,220	39,720	41,364	43,008	44,724	46,476	48,348	50,304	52,296	54,432	56,532
	MON	3,061	3,185	3,310	3,447	3,584	3,727	3,873	4,029	4,192	4,358	4,536	4,711
	8HR	141.28	147.04	152.80	159.12	165.44	172.00	178.72	185.92	193.44	201.12	209.36	217.44
	HRLY	17.66	18.38	19.10	19.89	20.68	21.50	22.34	23.24	24.18	25.14	26.17	27.18
SR14	ANN	38,220	39,720	41,364	43,008	44,724	46,476	48,348	50,304	52,296	54,432	56,532	58,824
	MON	3,185	3,310	3,447	3,584	3,727	3,873	4,029	4,192	4,358	4,536	4,711	4,902
	8HR	147.04	152.80	159.12	165.44	172.00	178.72	185.92	193.44	201.12	209.36	217.44	226.24
	HRLY	18.38	19.10	19.89	20.68	21.50	22.34	23.24	24.18	25.14	26.17	27.18	28.28
SR15	ANN	39,720	41,364	43,008	44,724	46,476	48,348	50,304	52,296	54,432	56,532	58,824	61,176
	MON	3,310	3,447	3,584	3,727	3,873	4,029	4,192	4,358	4,536	4,711	4,902	5,098
	8HR	152.80	159.12	165.44	172.00	178.72	185.92	193.44	201.12	209.36	217.44	226.24	235.28
	HRLY	19.10	19.89	20.68	21.50	22.34	23.24	24.18	25.14	26.17	27.18	28.28	29.41
SR16	ANN	41,364	43,008	44,724	46,476	48,348	50,304	52,296	54,432	56,532	58,824	61,176	63,612
	MON	3,447	3,584	3,727	3,873	4,029	4,192	4,358	4,536	4,711	4,902	5,098	5,301
	8HR	159.12	165.44	172.00	178.72	185.92	193.44	201.12	209.36	217.44	226.24	235.28	244.64
	HRLY	19.89	20.68	21.50	22.34	23.24	24.18	25.14	26.17	27.18	28.28	29.41	30.58
SR17	ANN	43,008	44,724	46,476	48,348	50,304	52,296	54,432	56,532	58,824	61,176	63,612	66,192
	MON	3,584	3,727	3,873	4,029	4,192	4,358	4,536	4,711	4,902	5,098	5,301	5,516
	8HR	165.44	172.00	178.72	185.92	193.44	201.12	209.36	217.44	226.24	235.28	244.64	254.56
	HRLY	20.68	21.50	22.34	23.24	24.18	25.14	26.17	27.18	28.28	29.41	30.58	31.82