

STATE OF HAWAII
HAWAII LABOR RELATIONS BOARD

In the Matter of

HAWAII GOVERNMENT EMPLOYEES
ASSOCIATION, AFSCME, LOCAL 152,
AFL-CIO,

Petitioner,

and

NEIL ABERCROMBIE, Governor, State of
Hawaii; CITY AND COUNTY OF
HONOLULU; COUNTY OF MAUI; AND
UNITED PUBLIC WORKERS, AFSCME,
LOCAL 646, AFL-CIO,

Intervenors.

CASE NOS.: RA-03-239a
RA-04-239b
RA-14-239c

ORDER NO. 2949

ORDER GRANTING PETITIONER
HGEA'S FIRST AMENDED PETITION
FOR CLARIFICATION OR
AMENDMENT OF APPROPRIATE
BARGAINING UNIT

**ORDER GRANTING PETITIONER HGEA'S FIRST
AMENDED PETITION FOR CLARIFICATION OR
AMENDMENT OF APPROPRIATE BARGAINING UNIT**

On June 25, 2013, Petitioner HAWAII GOVERNMENT EMPLOYEES ASSOCIATION, AFSCME LOCAL 152, AFL-CIO (HGEA) filed a Petition for Clarification or Amendment of Appropriate Bargaining Unit with the Hawaii Labor Relations Board (Board). On July 12, 2013, HGEA filed its First Amended Petition for Clarification or Amendment of Appropriate Bargaining Unit (RA).

The RA seeks clarification of the appropriate Bargaining Unit 14 which was statutorily established by Act 137, Session Laws of Hawaii 2013 (Act 137). Act 137 amended, *inter alia*, Hawaii Revised Statutes § 89-6 by establishing a new category for state law enforcement officers and state and county ocean safety and water safety officers of which these employees will constitute the new Bargaining Unit 14. Act 137 further exempted from the election requirements under HRS § 89-7 any new bargaining unit created when the unit is composed of employees currently covered by a valid collective bargaining agreement and represented by the same exclusive representative.

On July 15, 2013, the Board issued a Notice of Board Conference which was set for July 30, 2013, at 9:00 a.m. On July 18, 2013, Petitioner filed "Petitioner HGEA's Motion to Continue Board Conference" (Motion) and "Declaration of Kevin

Mulligan” pursuant to Hawaii Administrative Rules (HAR) § 12-42-8(g)(3)(C), requesting the rescheduling of the conference, due to the unavailability of legal counsel. On July 22, 2013, the Board issued Order No. 2933 granting “Petitioner HGEA’s Motion to Continue Board Conference” and rescheduled the Board Conference to August 12, 2013 at 10:00 a.m.ⁱ

Four petitions for intervention were filed with the Board by the following:

1. The Honorable Neil Abercrombie, Governor of the State of Hawaii (filed on July 16, 2013)
2. The City and County of Honolulu (filed on July 19, 2013)
3. The County of Maui (filed on July 25, 2013)
4. The United Public Workers, AFSCME, Local 646, AFL-CIO. (UPW) (filed on July 26, 2013).

On August 12, 2013, the Board held a Board Conference. HGEA was represented by Debra Kagawa, Esq. accompanied by Kevin Mulligan. All of the Intervenor were present and represented by the following:

1. The Honorable Neil Abercrombie represented by Bosco Petricevic, Deputy Attorney General;
2. City and County of Honolulu represented by Duane Pang, Deputy Corporation Counsel;
3. County of Maui represented by Gary Murai, Deputy Corporation Counsel; and
4. UPW represented by Rebecca Covert, Esq.

The proceedings of the August 12, 2013 conference were included in Order No. 2943ⁱⁱ in pertinent part as follows:

At the Board Conference conducted on August 12, 2013, the Hawaii Labor Relations Board (Board) held that the issue to be determined in this matter is whether the classes of positions specifically listed in Section 8 of the Amended Petition for Clarification or Amendment of Appropriate Bargaining Unit (RA) will be transferred from the Hawaii Government Employees Association (HGEA) Bargaining Units 3 and 4 to Bargaining Unit 14, which was statutorily created by the Legislature this year by Act 137.

* * * * *

At the Board Conference on August 12, 2013, the Board orally granted the petitions for intervention, with the scope of intervention limited to the issue

stated above, and the parties agreed to stipulate that Unit 10 is specifically excluded.

The following deadlines were established: HGEA to file specification for all classes listed in Amended RA on or before September 20, 2013; Motions objecting to class specifications or for clarification of class specification are due on October 4, 2013; and the Hearing on Motions, if necessary, is scheduled for October 28, 2013 at 10:00 a.m. at Room 434, 830 Punchbowl Street, Honolulu, Hawaii, 96813.

On August 14, 2013, HGEA filed with the Board, "Petitioner HGEA's Submission of Class Specifications in Support of First Amended Petition for Clarification or Amendment of Appropriate Bargaining Unit, filed on July 12, 2013 detailing the positions that are included in Bargaining Unit 14" (Class Specification). The Intervenor's filing no objections to HGEA's Submission of Class Specifications were Neil Abercrombie, Governor, State of Hawaii (filed on August 21, 2013); City and County of Honolulu (filed on September 17, 2013); and County of Maui (filed on October 1, 2013). The Board did not receive any motion objecting to the HGEA's class specification or for clarification of class specification on or before October 4, 2013 and therefore, the Board canceled the Motion Hearing scheduled for October 28, 2013.

FINDINGS OF FACT

The Board makes the following Findings of Fact. If it should be determined that any of these Findings of Fact should have been set forth as Conclusions of Law, then they shall be deemed as such.

The Petitioner, HGEA, is an employee organization as defined in HRS § 89-2 and the certified exclusive representative of employees in Bargaining Units 3 and 4, pursuant to HRS § 89-7.

The following Intervenor's are public employers as defined in HRS § 89-2: the Honorable Neil Abercrombie, Governor, State of Hawaii, the City and County of Honolulu; and the County of Maui. Intervenor UPW is an employee organization as defined in HRS § 89-2 and the certified exclusive representative of employees in Bargaining Unit 10, *inter alia*.

Act 137, Session Laws of Hawaii 2013, signed into law by Governor Neil Abercrombie on June 21, 2013, amended HRS Chapter 89, *inter alia*, by 1) statutorily creating Unit 14 for state law enforcement officers and state and county ocean safety and water safety officers and 2) exempting from the election requirements under HRS § 89-7 any new bargaining unit created when the unit is composed of employees currently

covered by a valid collective bargaining agreement and represented by the same exclusive representative.

HGEA filed its Petition for Clarification or Amendment of Appropriate Bargaining Unit with the Board on June 25, 2013 and filed its First Amended Petition for Clarification or Amendment of Appropriate Bargaining Unit with the Board on July 12, 2013.

The RA stated in paragraph 7, "State Law enforcement officers and county ocean safety and water safety officers currently belong to HGEA Bargaining Unit 3 White Collar Employees and Bargaining Unit 4 White Collar Supervisors."

On August 12, 2013, the Board held a Board Conference. HGEA was represented by Debra Kagawa, Esq. accompanied by Kevin Mulligan present. All Intervenors were present through their respective counsel as stated previously. The proceedings of the August 12, 2013 conference were included in Order No. 2943ⁱⁱⁱ in pertinent part as follows:

At the Board Conference conducted on August 12, 2013, the Hawaii Labor Relations Board (Board) held that the issue to be determined in this matter is whether the classes of positions specifically listed in Section 8 of the Amended Petition for Clarification or Amendment of Appropriate Bargaining Unit (RA) will be transferred from the Hawaii Government Employees Association (HGEA) Bargaining Units 3 and 4 to Bargaining Unit 14, which was statutorily created by the Legislature this year by Act 137.

* * * * *

At the Board Conference on August 12, 2013, the Board orally granted the petitions for intervention, with the scope of intervention limited to the issue stated above, and the parties agreed to stipulate that Unit 10 is specifically excluded.

The following deadlines were established: HGEA to file specification for all classes listed in Amended RA on or before September 20, 2013; Motions objecting to class specifications or for clarification of class specification are due on October 4, 2013; and the Hearing on Motions, if necessary, is scheduled for October 28, 2013 at 10:00 a.m. at Room 434, 830 Punchbowl Street, Honolulu, Hawaii, 96813.

On August 14, 2013, HGEA filed with the Board, "Petitioner HGEA's Submission of Class Specifications in Support of First Amended Petition for Clarification or Amendment of Appropriate Bargaining Unit, filed on July 12, 2013" detailing the positions that are included in Bargaining Unit 14 and attached as "Board Exhibit 1".

The Intervenor's filing no objections to HGEA's class specification were Neil Abercrombie, Governor, State of Hawaii (filed on August 21, 2013); City and County of Honolulu (filed on September 17, 2013); and County of Maui (filed on October 1, 2013).

The Board did not receive any motion objecting to HGEA's class specification or for clarification of class specifications by October 4, 2013 and therefore, the Board canceled the Motion Hearing scheduled for October 28, 2013.

CONCLUSIONS OF LAW

The Board makes the following Conclusions of Law. If any of these Conclusions of Law should have been set forth as Findings of Fact, then they shall be deemed as such.

The Board has jurisdiction over the instant petition pursuant to HRS §§ 89-5 and 89-6.

Act 137, Session Laws of Hawaii, 2013, statutorily created a separate category for state law enforcement officers and state and county ocean safety and water safety officers and a new appropriate Bargaining Unit 14 and states in pertinent parts as follows:

SECTION 1. The purpose of this Act is to establish a new collective bargaining unit to represent state law enforcement officers and state and county ocean safety and water safety officers.

SECTION 2. Section 89-6, Hawaii Revised Statutes, is amended as follows:

1. By amending subsections (a) and (b) to read:

"(a) All employees throughout the State within any of the following categories shall constitute an appropriate bargaining unit:

* * * * *

(14) State law enforcement officers and state and county ocean safety and water safety officers.

(b) Because of the nature of work involved and the essentiality of certain occupations that require specialized training, supervisory employees who are eligible for inclusion in units (9) through [(13)] (14) shall be included in units (9) through [(13)] (14), respectively, instead of unit (2) or (4).”

* * * * *

SECTION 3. Section 89-7, Hawaii Revised Statutes, is amended by amending subsection (c) to read as follows:

(c) No election shall be directed by the board in any appropriate bargaining unit within which:

- (1) [a] A valid election has been held in the preceding twelve months;
- (2) [a] A valid collective bargaining agreement is in force and effect [.] or
- (3) Any new bargaining unit is created when the created unit is composed of employees currently covered by a valid collective bargaining agreement and represented by the same exclusive representative.

* * * * *

Act 137 statutorily created the new category of state law enforcement officers and state and county ocean safety and water safety officers who shall constitute Bargaining Unit 14. As the RA stated, state law enforcement officers and state and county ocean safety and water safety officers were included in Bargaining Units (3) or (4). HGEA is the duly certified representative for Bargaining Units (3) and (4) as ordered by the Hawaii Public Employment Relations Board Decision No. 17, April 3, 1972 and Decision No. 13, May 3, 1972, respectively.

HGEA filed its Petition for Clarification or Amendment of Appropriate Bargaining Unit with the Board on June 25, 2013 and filed its First Amended Petition for Clarification or Amendment of Appropriate Bargaining Unit with the Board on July 12, 2013. In the RA, HGEA requests clarification or amendment of the new optional appropriate Bargaining Unit 14 and the composition of its members.

On August 14, 2013, HGEA filed with the Board its class specification detailing the positions that are included in Bargaining Unit 14. ("Board Exhibit 1").

The Intervenor's filing no objections to HGEA's class specification were the Honorable Neil Abercrombie, Governor, State of Hawaii (filed on August 21, 2013); City and County of Honolulu (filed on September 17, 2013); and County of Maui (filed on October 1, 2013).

The Board did not receive any motion objecting to HGEA's class specification or for clarification of class specifications by October 4, 2013 and therefore, the Board canceled the Motion Hearing scheduled for October 28, 2013.

ORDER

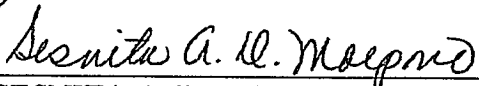
Based on the foregoing, the Board hereby grants the Petition for Clarification or Amendment of the Appropriate Bargaining Unit relating to those positions specified in "Board Exhibit 1" that constitute Bargaining Unit 14 and further orders forthwith, the transfer of those positions from Bargaining Units 3 and 4 to Bargaining Unit 14. The RA is closed.

DATED: Honolulu, Hawaii November 7, 2013.

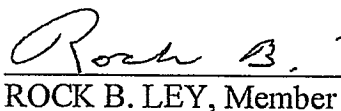
HAWAII LABOR RELATIONS BOARD



JAMES B. NICHOLSON, Chair



SESNITA A. D. MOEPONG, Member



ROCK B. LEY, Member

Copies:

Kevin Mulligan, HGEA
Debra A. Kagawa, Esq.
James E. Halvorson & Bosko Petricevic, Deputies Attorney General
Duane W.H. Pang, Deputy Corporation Counsel
Honorable William P. Kenoi
Honorable Alan Arakawa
Honorable Bernard P. Carvalho, Jr.
Chief Justice Mark E. Recktenwald
Board of Education
Board of Regents
Hawaii Health Systems Corporation
Robert H. Lee, HFFA
Alvin Nagasako, HSTA
Russell Akana, SHOPO
J.N. Musto, UHPA
Dayton M. Nakanelua, UPW

ⁱ Intervenor, Neil Abercrombie, Governor, State of Hawaii's State of No Objection to Petitioner [sic] HGEA's Motion to Continue Board Conference filed on July 22, 2013.

ⁱⁱ Order No. 2943, Order Granting Petitions for Intervention; and Notice of Deadlines and Hearing filed on August 29, 2013.

ⁱⁱⁱ Ibid

DEBRA A. KAGAWA 6169
888 Mililani Street, Suite 501
Honolulu, Hawaii 96813
Telephone: (808) 525-6400
Facsimile: (808) 599-3798

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HAWAII LABOR
RELATIONS BOARD

Attorney for Petitioner
HAWAII GOVERNMENT EMPLOYEES
ASSOCIATION, AFSCME, LOCAL 152,
AFL-CIO

STATE OF HAWAII

HAWAII LABOR RELATIONS BOARD

In the Matter of)	CASE NOS. RA-03-239a
)	RA-04-239b
HAWAII GOVERNMENT EMPLOYEES)	RA-14-239c
ASSOCIATION, AFSCME, LOCAL 152,)	
AFL-CIO,)	
)	PETITIONER HGEA'S SUBMISSION
Petitioner,)	OF CLASS SPECIFICATIONS IN
)	SUPPORT OF FIRST AMENDED
and)	PETITION FOR CLARIFICATION OR
)	AMENDMENT OF APPROPRIATE
NEIL ABERCROMBIE, Governor of the)	BARGAINING UNIT, FILED ON JULY
State of Hawaii; CITY AND COUNTY OF)	12, 2013; DECLARATION OF KEVIN
HONOLULU; COUNTY OF MAUI; and)	MULLIGAN; EXHIBITS "A" THROUGH
UNITED PUBLIC WORKERS, AFSCME,)	"E"; CERTIFICATE OF SERVICE
Local 646, AFL-CIO,)	
)	
Intervenors.)	
)	

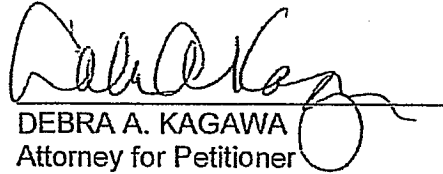
PETITIONER HGEA'S SUBMISSION OF CLASS SPECIFICATIONS IN SUPPORT OF
FIRST AMENDED PETITION FOR CLARIFICATION OR AMENDMENT OF
APPROPRIATE BARGAINING UNIT, FILED ON JULY 12, 2013

Petitioner Hawaii Government Employees Association, AFSCME, Local 152,
AFL-CIO ("Petitioner" or "HGEA"), by and through its undersigned attorney, hereby
submits the attached class specifications for the classes listed in paragraph 8 of the
First Amended Petition for Clarification or Amendment of Appropriate Bargaining Unit,
filed on July 12, 2013 for inclusion in Bargaining Unit 14.

"Board Exhibit 1"

This submission is supported by the Declaration of Kevin Mulligan and attached Exhibits "A" - "E", and the records and pleadings on file herein.

DATED: Honolulu, Hawaii, August 14, 2013.

A handwritten signature in black ink, appearing to read 'Debra A. Kagawa', written over a horizontal line.

DEBRA A. KAGAWA
Attorney for Petitioner
Hawaii Government Employees
Association, AFSCME, LOCAL 152,
AFL-CIO

STATE OF HAWAII
HAWAII LABOR RELATIONS BOARD

In the Matter of)	CASE NOS. RA-03-239a
)	RA-04-239b
HAWAII GOVERNMENT EMPLOYEES)	RA-14-239c
ASSOCIATION, AFSCME, LOCAL 152,)	
AFL-CIO,)	DECLARATION OF KEVIN MULLIGAN
)	
Petitioner,)	
)	
and)	
)	
NEIL ABERCROMBIE, Governor of the)	
State of Hawaii; CITY AND COUNTY OF)	
HONOLULU; COUNTY OF MAUI; and)	
UNITED PUBLIC WORKERS, AFSCME,)	
Local 646, AFL-CIO,)	
)	
Intervenors.)	
)	

DECLARATION OF KEVIN MULLIGAN

KEVIN MULLIGAN hereby declares:

1. I am a Legislative Specialist for the Hawaii Government Employees Association, AFSCME, Local 152, AFL-CIO ("HGEA" or "Union"), and have been employed with the HGEA since July 26, 1993.
2. The matters set forth in this declaration are based upon my own personal knowledge and information unless otherwise stated.
3. Attached as Exhibit "A" (A-1 through A-10) are true and correct copies of the current class specifications for the Conservation and Resources Enforcement Officer series for the State of Hawaii:

Conservation and Resources Enforcement Officer I - SR-16 (BU03)
Conservation and Resources Enforcement Officer II - SR-18 (BU03)
Conservation and Resources Enforcement Officer III - SR-20 (BU03)
Conservation and Resources Enforcement Officer IV - SR-22 (BU03)
Conservation and Resources Enforcement Officer V - SR-24 (BU04)

4. Attached as Exhibit "A" (A-11 through A-14) is a true and correct copy of the current minimum qualification specifications for the classes Conservation and Resources Enforcement Officer I, II, III, IV and V, State of Hawaii.

5. Attached as Exhibit "A" (A-15 through A-19) are true and correct copies of the current class specifications for the Deputy Sheriff series for the State of Hawaii:

Deputy Sheriff I - SR-16 (BU03)
Deputy Sheriff II - SR-18 (BU03)
Deputy Sheriff III - SR-20 (BU03)
Deputy Sheriff IV - SR-22 (BU04)

6. Attached as Exhibit "A" (A-20 through A-23) is a true and correct copy of the current minimum qualification specifications for the classes Deputy Sheriff I, II, III, and IV, State of Hawaii.

7. Attached as Exhibit "A" (A-24 through A-29) are true and correct copies of the current class specifications for the Harbor Enforcement Officer series for the State of Hawaii:

Harbor Enforcement Officer I - SR-16 (BU03)
Harbor Enforcement Officer II - SR-18 (BU03)
Harbor Enforcement Officer III - SR-20 (BU03)
Harbor Enforcement Officer IV - SR-22 (BU03)

8. Attached as Exhibit "A" (A-30 through A-34) is a true and correct copy of the current minimum qualification specifications for the classes Harbor Enforcement Officer I, II, III, and IV, State of Hawaii.

9. Copies of the class specifications and minimum qualification requirements for the State of Hawaii classifications, attached hereto as Exhibit "A", were obtained from the State of Hawaii, Department of Human Resources and Development website.

10. Attached as Exhibit "B" (B-1 through B-13) are true and correct copies of the current class specifications for the classes Water Safety Officer I, II, III, IV, and V, City and County of Honolulu:

- Water Safety Officer I - SR-15 (BU03)
- Water Safety Officer II - SR-17 (BU03)
- Water Safety Officer III - SR-19 (BU03)
- Water Safety Officer IV - SR-21 (BU04)
- Water Safety Officer V - SR-26 (BU04)

11. The class specifications for the Water Safety Officer series, attached hereto as Exhibit "B", were obtained from the City and County of Honolulu, Department of Human Resources website.

12. Attached as Exhibit "C" (C-1 through C-16) are true and correct copies of the current class specifications for the classes Ocean Safety Officer I, II, and III, and Supervising Ocean Safety Officer, County of Maui:

- Ocean Safety Officer I - SR-15 (BU03)
- Ocean Safety Officer II - SR-17 (BU03)
- Ocean Safety Officer III - SR-19 (BU03)
- Supervising Ocean Safety Officer - SR-21 (BU04)

13. The class specifications for the Ocean Safety Officer I, II, and III, and Supervising Ocean Safety Officer classifications, attached hereto as Exhibit "C", were obtained from the County of Maui, Department of Personnel Services website.

14. Attached as Exhibit "D" (D-1 through D-14) are true and correct copies of the current class specifications for the classes Water Safety Officer I, II, and III, Water

Safety Supervising Officer, and Water Safety Officer V, County of Kauai:

Water Safety Officer I - SR-15 (BU03)
Water Safety Officer II - SR-17 (BU03)
Water Safety Officer III - SR-19 (BU03)
Water Safety Supervising Officer - SR-21 (BU04)
Water Safety Officer V - SR-26 (BU04)

15. Class specifications for the Water Safety Officer I, II, and III, Water Safety Supervising Officer, and Water Safety Officer V classifications, attached hereto as Exhibit "D", were obtained from the Department of Personnel Services, County of Kauai.

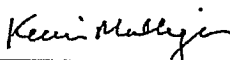
16. Attached as Attachment "E" (E-1 through E-11) are true and correct copies of the current class specifications for the classes Water Safety Officer I, II, III, and IV, County of Hawaii:

Water Safety Officer I - SR-15 (BU03)
Water Safety Officer II - SR-17 (BU03)
Water Safety Officer III - SR-19 (BU03)
Water Safety Officer IV - SR-21 (BU04)

17. The class specifications for the Water Safety Officer I, II, III, and IV classifications, attached hereto as Exhibit "E", were obtained from the Department of Human Resources, County of Hawaii.

I DECLARE UNDER PENALTY OF LAW THAT THE FOREGOING IS TRUE
AND CORRECT.

Executed on August 14, 2013.



KEVIN MULLIGAN

STATE OF HAWAII

EXHIBIT A

PART I	DEPARTMENT OF PERSONNEL SERVICES	8.591
	STATE OF HAWAII	8.592
.....		8.593
	Class Specifications	8.594
	for the:	8.595

CONSERVATION AND RESOURCES ENFORCEMENT OFFICER SERIES

Series Definition:

This series includes all classes of positions the primary duties of which are to perform and/or supervise the enforcement of the State's conservation and resources laws, rules and regulations by the Department of Land and Natural Resources. Positions have and may exercise all of the powers and authority of a police officer, including the power of arrest, in the enforcement of all State laws, rules and regulations, concerning the protection, conservation, and utilization of fish and wildlife, forest reserves, parks and historic sites, natural area reserves, and other related resources. Additional areas of responsibility include the enforcement of county ordinances within all State lands, shore waters and shores, and county parks.

"Enforcement" involves obtaining and gaining compliance with laws, rules, and regulations and the detection and apprehension of violators through patrol, surveillance, inspection, investigation, and the exercise of police powers, as necessary.

"Conservation" includes informational, enforcement, and licensing activities designed to encourage or require the protection of natural resources from damage, destruction or abuse by users. Conservation activities involving determination on how to manage resources so as to preserve them (e.g., determining appropriate land utilization) or operational activities concerned with the development, management, and utilization of natural resources and their protection from natural predators or other causes (e.g., protection of forests against fire, insects, disease, floods, erosion, etc.) are the responsibilities of other positions concerned with the particular resources involved (e.g., foresters, flood control engineers, wildlife biologists, etc.).

Levels in this series are distinguished on the basis of various factors. These factors include the scope and nature of work, supervision exercised over the work of others, public contact, guidelines available, and the knowledge and abilities required. The applicability of these factors for each level is discussed in the appropriate class specification.

This is the first specification for the new CONSERVATION & RESOURCES ENFORCEMENT OFFICER series.

PART I
CONSERVATION & RESOURCES ENFORCEMENT OFFICER SERIES
8.591, 8.592, 8.593, 8.594, 8.595

Page 2

Effective Date: May 16, 1981.

DATE APPROVED: 11/4/81

/s/ Patricia K. Brandt
for DONALD BOTELHOI
Director of Personnel Services

CONSERVATION AND RESOURCES ENFORCEMENT OFFICER I 8.591
(CONSVTN & RESCS ENFC OFFCR I)

Duties Summary:

Receives initial and on-the-job training in the basic aspects of general law enforcement; performs routine patrolling and enforcement tasks under close supervision; assists higher level officers on more complex assignments; and performs other duties as required.

Distinguishing Characteristics:

This is the entry level in the series. This class differs from Conservation and Resources Enforcement Officer II in that Conservation and Resources Enforcement Officer I receives initial training with primary emphasis on general law enforcement knowledge and its actual application to selected situations; whereas Conservation and Resources Enforcement Officer II is the advanced trainee which receives continued training with primary emphasis on application to a wide range of conservation law enforcement activities.

Following a period of initial training, a position in this class performs routine enforcement tasks following specific guidelines under close supervision and assists higher level officers who provide detailed instructions on more complex or controversial assignments. Assignments are specifically designed to provide incumbents with an introduction to and practical understanding of basic law enforcement, its application to laws, rules, and regulations, and specialized enforcement methods and techniques to actual situations.

Work is performed under close and continuous supervision, although previously learned routines may be performed under general supervision. A superior is readily available and there is little or no opportunity for independent action. As experience is

gained and competence is exhibited, the degree of supervision may be progressively lessened.

Examples of Duties:

Attends training sessions and receives on-the-job training in selected phases of activities from higher level officers as an introduction to basic law enforcement, its application to laws, rules and regulations, standard enforcement procedures, and specialized enforcement methods and techniques; assists and participates in patrols by foot, horseback, car, jeep, boat, and other motorized equipment; may utilize and handle canine on patrol, assists and participates in carrying out surveillance; assists and participates in stake-outs for suspected unlawful activities which may be at night, in remote areas, and in rough terrain; operates four-wheel drive vehicle, boat, radio communications, and other related equipment; performs required hiking, swimming, and non-scuba diving; assists and participates in inspecting for compliance and violations; assists and participates in investigating complaints of alleged violations by making inquiries, obtaining facts, and preparing a written report recommending appropriate action; assists and participates in citing violators and in making arrests, including informing offenders of rights and/or disposition of citations and confiscating and preserving evidence; prepares clear and concise reports; participates in providing information to the public by giving talks and distributing materials; cleans, services, and performs general maintenance of gear, vehicles, boats, and other equipment; may issue commercial fishing, hunting, and freshwater game fishing licenses and permits; may receive training in the use of scuba gear including conditioning dives to perform underwater reconnaissance, as applicable; may assist and participate in field activities to gather data and detect conditions having an impact on resource management relative to wildlife sanctuaries, endangered species, forests, parks, natural area reserves, public lands, conservation districts, watershed areas, marine life conservation districts, and other resources or related concerns; and performs other related duties as required.

Knowledge and Abilities Required:

Ability to: Follow oral and written instructions; apply various rules and regulations; deal courteously but firmly with people; prepare clear and concise reports; assist and participate in patrol and surveillance work, including activity in remote and rough areas; cope with outdoor conditions and maintain appropriate physical condition to carry out the work of the class; swim 100 meters in 3 minutes and hike 1 mile in 20 minutes; make non-scuba dives; learn general law enforcement principles, practices, methods, and techniques; learn hazards of the class and take appropriate action; learn to operate and maintain a four-wheel drive, boat, radio communications, and other related equipment; learn to use firearms; and for some positions, learn to use and maintain scuba gear.

CONSERVATION AND RESOURCES ENFORCEMENT OFFICER II 8.592
(CONSVTN & RESCS ENFC OFFCR II)

Duties Summary:

Receives advanced training in conservation law enforcement and management activities; participates in the enforcement of laws, rules, and regulations relating to the protection, conservation, and utilization of fish and wildlife, forest reserves, parks and historic sites, natural area reserves, other public lands and waters, and other pertinent resources, performs public informational activities; and performs other duties as required.

Distinguishing Characteristics:

This class is the advanced trainee level through which the incumbent progresses to full performance as an independent worker. This class differs from the Conservation and Resources Enforcement Officer I in that Conservation and Resources Enforcement Officer II performs various assignments in participating in enforcement and other activities, and receives advanced training with primary emphasis on application to a wide range of conservation law enforcement and management activities; whereas Conservation and Resources Enforcement Officer I receives initial training with primary emphasis on general law enforcement knowledge and its actual application to selected situations.

This class differs from Conservation and Resources Enforcement Officer III in that Conservation and Resources Enforcement Officer II performs as an advanced trainee in performing various assignments and receiving training with primary emphasis on application to a wide range of conservation law enforcement activities; whereas Conservation and Resources Enforcement Officer III independently performs the full range of conservation law enforcement activities under general supervision.

Work at this level is characterized by familiarity with general law enforcement principles, practices, methods, and techniques, its application to rules and regulations, and performance of assignments of standard routines. A position at this level continues to receive training and participates in a wide range of tasks typical of higher levels to broaden knowledge and abilities and to develop proficiency in all aspects of conservation enforcement and management. Supervision received varies according to complexity of assignments and competency exhibited.

Examples of Duties:

As an advanced trainee, attends training sessions and receives on-the-job training in a wide range of conservation law enforcement and management activities from higher level officers; participates in patrols of hunting and fishing areas, sanctuaries, parks, forest, reserves, natural area reserves, conservation districts, and other lands and waters by foot, horseback, car, jeep, boat, and other motorized equipment; may utilize and handle canine on patrol; participates in carrying out surveillance; participates in stake-outs for suspected unlawful activities which may be at night, in remote areas, and in rough terrain, operates four-wheel drive vehicle, boat, radio communications, and other related equipment; performs required hiking, swimming, and non-scuba diving; participates in inspecting sports and commercial fishing crafts, hunter and fisherman bags, business operations selling or serving fish, State parks, forest reserves, and other lands and waters for compliance and violations; participates in investigating complaints of alleged violations by making inquiries, obtaining facts, and preparing a written report recommending appropriate action; participates in citing violators and making arrests, including informing offenders of rights and/or disposition of citations and confiscating and preserving evidence; prepares clear and concise reports; testifies in court; provides information to the public by giving talks and distributing materials; cleans, services, and performs general maintenance of gear, vehicles, boats, and other equipment; may issue commercial fishing, hunting, and freshwater game fishing licenses and permits; may receive training in the use of scuba gear including conditioning dives to perform underwater reconnaissance, as applicable; may assist and participate in field activities to gather data and detect conditions having an impact on resource management relative to wildlife sanctuaries, endangered species, forests, parks, national area reserves, public lands, conservation districts, watershed areas, marine life conservation districts and other resources or related concerns; and performs other related duties as required.

Knowledge and Abilities Required:

Knowledge of: Crime prevention; techniques of patrol and surveillance; principles of arrest and the rights of the accused; laws of search and seizure; rules of evidence; techniques of interviewing; language of the law; effective report writing; and court procedures.

Ability to: Follow oral and written instructions; apply various statutes, rules and regulations; deal courteously but firmly with people; take notes to prepare clear and concise reports; participate in patrol and surveillance work, including activity in remote and rough areas; cope with outdoor conditions and maintain appropriate physical condition to carry out the work of the class; swim 100 meters in 3 minutes and hike 1 mile in 20 minutes; make non-scuba dives; learn conservation law enforcement

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CONSERVATION & RESOURCES ENFORCEMENT OFFICER SERIES

8.591, 8.592, 8.593, 8.594, 8.595

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principles, practices, methods, and techniques; learn hazards of the class and take appropriate action; learn to operate a four-wheel drive vehicle, boat, radio communications, and other related equipment; learn to use firearms; and for some positions; learn to use and maintain scuba gear.

CONSERVATION AND RESOURCES ENFORCEMENT OFFICER III 8.593
(CONSVTN & RESCS ENFC OFFCR III)

Duties Summary:

Enforce laws, rules, and regulations relating to the protection, conservation, and utilization of fish and wildlife, forest reserves, parks and historic sites, natural area reserves, other public lands and waters, and other pertinent resources; performs public informational activities; and performs other duties as required.

Distinguishing Characteristics:

This is the journeyman level in the series. Work is characterized by responsibility for independent performance of the full range of conservation enforcement and management activities under general supervision and in accordance with established guidelines and by familiarity with the conservation program, its role and function, rules and regulations, and policies and procedures.

A position in this class typically supervises the work of one or more volunteer enforcement officers as assigned on a part-time basis, and may oversee other regular enforcement officers called to assist in such activities as stake-outs.

Examples of Duties:

Patrols hunting and fishing areas, sanctuaries, parks, forest reserves, natural area reserves, conservation districts, and other lands and waters by foot, horseback, car, jeep, boat, and other motorized equipment; may utilize and handle canine on patrol; carries out surveillance; performs stake-outs for suspected unlawful activities which may be at night, in remote areas, and in rough terrain; operates four-wheel drive vehicles, boat, radio communications, or other related equipment; performs required hiking, swimming, and non-scuba diving; inspects sports and commercial fishing crafts, hunter and fisherman bags, business operations selling or serving fish, State parks, forest reserves, and other lands and waters for compliance and violations; investigates complaints of alleged violations by making inquiries, obtaining facts, and preparing a written report recommending appropriate action; cites violators and makes arrests, including informing offenders of rights and/or disposition of

citations and confiscating and preserving evidence; prepares clear and concise reports; testifies in court; provides information to the public by giving talks and distributing materials; cleans, services, and performs general maintenance of gear, vehicles, boats, and other equipment; may issue commercial fishing, hunting, and freshwater game fishing licenses and permits; may receive training in the use of scuba gear including conditioning to perform underwater reconnaissance dives, as applicable; may assist and participate in field activities to gather data and detect conditions having an impact on resource management relative to wildlife sanctuaries, endangered species, forests, parks, natural area reserves, public lands, conservation districts, watershed areas, marine life conservation districts, and other resources or related concerns; and performs other related duties as required.

Knowledge and Abilities Required:

Knowledge of: Crime prevention; techniques of patrol and surveillance; principles of arrest and the rights of the accused, laws of search and seizure; rules of evidence; techniques of interviewing; language of the law; effective report writing; court procedures; hazards of the class; use of firearms conservation and resources laws, rules and regulations covering fish and game, forest reserves, State parks and historic sites, natural area reserves, other public lands and waters, and other pertinent resources; appropriate firearms, ammunition, and dangerous weapons laws; and appropriate criminal laws.

Ability to: Follow oral and written instructions; apply various statutes, rules and regulations; deal courteously but firmly with the general public; take notes to prepare clear and concise reports; perform patrol and surveillance work independently, including activity in remote and rough areas; cope with outdoor conditions and maintain appropriate physical condition to carry out the work of the class; swim 100 meters in 3 minutes and hike 1 mile in 20 minutes; make non-scuba dives; apply conservation law enforcement principles, practices, methods, and techniques independently; recognize hazards of the class and take appropriate action; operate a four-wheel drive vehicle, boat, radio communications, and other related equipment; use firearms; and for some positions, learn to use and maintain scuba gear.

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CONSERVATION AND RESOURCES ENFORCEMENT OFFICER IV 8.594
(CONSVTN & RESCS ENFC OFFCR IV)

Duties Summary:

Supervises and participates in the enforcement of laws, rules and regulations relating to the protection, conservation, and utilization of fish and wildlife, forest reserves, parks and historic sites, natural area reserves, other public lands and waters, and other pertinent resources; performs public informational activities; and performs other duties as required.

Distinguishing Characteristics:

This is the working supervisory level in the series. In addition to performing conservation law enforcement activities, a position in this class has continuing responsibility for planning, assigning, and reviewing the work of a group of regular and volunteer enforcement officers.

General supervision is received from a county-wide district supervisor, and the work is performed in accordance with established guidelines, policies, methods, and techniques.

Examples of Duties:

Supervises and participates in the work of assigned subordinate regular and volunteer enforcement officers; organizes and conducts patrols and surveillance of hunting and fishing areas, sanctuaries, parks, forest reserves, natural area reserves, conservation districts, and other lands and waters by foot, car, jeep, boat, and other motorized equipment; supervises and participates in stake-outs for suspected unlawful activities which may be at night, in remote areas, and in rough terrain; performs required hiking, swimming, and non-scuba diving; operates four-wheel drive vehicles, boat, radio communications, and other related equipment; supervises and participates in inspecting sport and commercial fishing crafts, hunter and fisherman bags, business operations selling or serving fish, State parks, forest reserves, and other lands and waters for compliance and violations; supervises and participates in investigating complaints of alleged violations by making inquiries, obtaining facts, and preparing a written report recommending appropriate action; supervises and participates in arresting or citing violators, including informing offenders of rights and/or disposition of citations and confiscating and preserving evidence; prepares clear and concise reports; testifies in court; supervises and participates in providing information to the public by giving talks and distributing materials; supervises and participates in cleaning, servicing, and

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8.591, 8.592, 8.593, 8.594, 8.595

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performing general maintenance of gear, vehicles, boats, and other equipment; supervises and participates in the issuing of commercial fishing, hunting, and freshwater game fishing licenses and permits; may receive training in the use of scuba gear including conditioning dives to supervise and participate in underwater reconnaissance, as applicable; follows up on commercial fish catch reports; may maintain a small office; recommends equipment and supply purchases; reviews and corrects all reports submitted by subordinates; prepares regular and special reports; and performs other duties as required.

Knowledge and Abilities Required:

In addition to knowledge and abilities required at the lower levels, must have knowledge of the principles and practices of supervision and the ability to plan, assign, and review the work of others, and maintain the operational readiness of all equipment.

CONSERVATION AND RESOURCES ENFORCEMENT OFFICER V 8.595
(CONSVTN & RESCS ENFC OFFCR V)

Duties Summary:

Plans, directs and supervises the enforcement of laws relating to the protection, conservation, and utilization of fish and wildlife, forest reserves, parks and historic sites, natural area reserves, other public lands and waters, and other pertinent resources; provides public information activities; and performs other duties as required.

Distinguishing Characteristics:

This is the substantially full-time supervisory level in the series with responsibility for enforcement activities in a county-wide district. A position in the class serves as the top-level officer in a county-wide district and carries out appropriate activities to develop and maintain public support, cooperation, and interest.

General direction and supervision is received from a statewide chief and work is performed in accordance to established administrative guidelines, policies and procedures.

Examples of Duties:

Plans, organizes, coordinates, assigns work, and issues instructions for regular and volunteer enforcement officers within a county; maintains discipline and overall

supervision of subordinates; inspects patrol districts to determine the effectiveness of enforcement activities; reviews regular and special reports submitted by subordinates and takes appropriate action; submits monthly summary reports; reviews all inspection and investigative reports for proper elements of good cause for prosecution; consults with the County Prosecutor on interpretation and implementation of laws and procedures and keeps subordinates apprised; maintains arrest, citation, and disposition files; prepares schedule for in-service training; interprets conservation laws, rules and regulations for dissemination to the news and by subordinates to the general public; cooperates and coordinates efforts of enforcement program with other divisions, governmental agencies and private sector; and performs other duties as required.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the lower levels, must have the ability to: plan, organize, direct, coordinate, and evaluate activities in a county district; plan and conduct staff training activities; speak to groups and individuals to explain work activities, laws, rules and regulations, and other related matters; anticipate problem areas; and perform other duties as required.

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.591
	STATE OF HAWAII	8.592
.....		8.593
	Minimum Qualification Specifications	8.594
	for the Classes:	8.595

CONSERVATION AND RESOURCES
ENFORCEMENT OFFICER I, II, III, IV and V
(CONSVTN & RESCS ENFC OFFCR I, II, III, IV & V)

Experience Requirements

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

Class Title	General Exp (Yrs)	Law Enfc Exp (Yrs)	Consvtn/ Law Enfc Exp (Yrs)	Supvy Aptitude/ Exp (Yrs)	Total Exp (Yrs)
CONSVTN & RESCS ENFC OFFCR I	2				2
CONSVTN & RESCS ENFC OFFCR II	2	1			3
CONSVTN & RESCS ENFC OFFCR III	2	1	1		4
CONSVTN & RESCS ENFC OFFCR IV	2	1	2	*	5
CONSVTN & RESCS ENFC OFFCR V	2	1	2	1	6

General Experience: Work experience which demonstrated the following abilities:
 1) read and comprehend complex material; 2) write clear, factual reports; 3) meet and deal effectively with people; and 4) understand and apply various rules and regulations.

Law Enforcement Experience: Progressively responsible work experience in law enforcement which involved the exercise of all the powers and authority of a police officer, including the power of arrest. Such experience must have included formal training, resulting in satisfactory completion and a certificate, in the principles, practices, methods, and techniques of law enforcement such as patrol and surveillance, inspection and investigation, arrest and evidence, search and seizure, report writing; court procedures, and the use of firearms.

Qualifying Law Enforcement Experience: Police recruit training, reserve police training, military police, or other related law enforcement experience which included formal training in the principles and practices of law enforcement as described in the Law Enforcement Experience, which resulted in a certificate of completion.

Non-Qualifying Law Enforcement Experience: Experience or training limited to one facet of law enforcement such as issuing citations; maintaining order at large gatherings; experience primarily concerned with making periodic rounds to check on security measures such as trespass, damage, theft, and safety; dispatching security personnel; or writing incident or inspection reports.

Conservation Law Enforcement Experience: Progressively responsible work experience in enforcement of conservation and resources laws, rules and regulations such as fish and wildlife, forest reserves, state parks and historic sites, natural area reserves, and other public lands, waters, and resources. This experience must have included all powers and authority of a police officer and involved detecting and investigating violations, collecting and reporting facts and evidence pertaining to such violations, and enforcing and promoting compliance.

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.

(*) Supervisory Aptitude: For the Conservation and Resources Enforcement Officer IV 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 involved some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

1. Graduation from high school, or equivalent, may be substituted for one (1) year of General Experience.
2. Successful completion of coursework at an accredited college or university may be substituted for General Experience on the basis of fifteen (15) semester credit hours for six (6) months of experience.
3. Completion of an associate degree in police science from an accredited college may be substituted for two (2) years of General Experience and one (1) year of Law Enforcement Experience.

4. Completion of two (2) academic years from an accredited college or university which included twenty (24) semester credit hours in law enforcement and provided knowledge of techniques of patrol and surveillance, inspection and investigation, rules of arrest and evidence, search and seizure, and report writing, may be substituted for two (2) years of General Experience and one (1) year of Law Enforcement 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.

Other Requirements

Applicants must meet all State and federal regulations applicable to the carrying, possession, and use of firearms and ammunition.

Applicants must be able to swim 100 meters within 3 minutes, and must be able to hike one mile within 20 minutes.

License Required

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

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.

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CONSVTN & RESCS ENFC OFFCR I, II, III, IV & V
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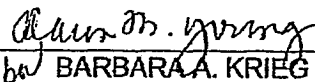
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Physical and Medical Requirements

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 classes CONSERVATION AND RESOURCES ENFORCEMENT OFFICER I, II, III, IV and V, which was approved on January 25, 2007.

DATE APPROVED: 9/13/2012



for BARBARA A. KRIEG
Director of Human Resources Development

PART I	DEPARTMENT OF PERSONNEL SERVICES	8.806
	STATE OF HAWAII	8.807
.....		8.808
		8.809
	Class Specifications for the	
	<u>DEPUTY SHERIFF SERIES</u>	

SERIES DEFINITION:

This series includes all positions responsible for providing and/or supervising law enforcement and protective services under the jurisdiction of the Department of Public Safety. The work involves detecting and preventing illegal actions and exercising regular police powers in detaining or arresting individuals engaged in or judged to be involved in illegal activities. Incumbents of positions in this series are frequently required to use good judgement in anticipating as well as responding to emergency situations, and in taking appropriate action. In making arrests, incumbents of these positions must apply a good knowledge of the laws, procedures and techniques relative to seizure, arrest and evidence which is typically gained through special training at police training institutions. Positions in this series are responsible for the security and safety of all persons and property within and on the premises under the jurisdiction of the Judiciary Branch of the State of Hawaii and the expeditious service and execution of all court papers and/or orders assigned. In addition, on a rotational basis, positions are responsible for performing the duties and responsibilities described under 1 and/or 2 below:

1. The protection of property and the security and safety of all persons, employees and the public, within the State buildings and upon the premises of assigned areas, including the arrest and legal processing of violators of statutes as authorized by law.
2. The protection and safety of all persons and property within the State system of harbors and related facilities, including inshore and offshore waters (surface and subsurface), and boating and beach facilities; the protection and promotion of safety in navigation; and security for all ocean shores, shore waters, and navigable streams under the jurisdiction of the Harbors Division, Department of Transportation.

Irrespective of the area of assignment, positions in this series are responsible for cooperating and coordinating with all other local, State and federal agencies responsible for law enforcement services in matters of mutual concern or whenever assistance or augmentation of law enforcement services are needed.

Examples of Work: (The following examples of work are not necessarily descriptive of any one position in this series. Furthermore, the omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of positions should not be based solely on the examples of work performed.)

Performs patrol duties on foot, by use of land vehicles and boats, and on- and offshore; responds to alarms, threats, public disorders, and criminal activities within the Department of Public Safety's jurisdiction in State designated areas consistent with pertinent statutes and to request for assistance from other State agencies; performs protective security patrols to ensure the safety of the Governor and his/her family, the Lieutenant Governor and his/her family, legislators, judges, jurors, witnesses, department heads, and visiting dignitaries; reports all discrepancies and unsafe conditions for appropriate action; enforces pertinent laws; conducts investigations; interviews witnesses, suspects, and others; informs offenders of their rights; conducts searches of persons and property and makes seizures; collects and preserves evidence; prepares and submits reports, charts and diagrams; detains suspects and arrests persons violating laws; transports arrested persons to applicable holding facility; conducts booking procedures, takes fingerprints and photographs; writes citations; serves warrants and subpoenas; transports prisoners within and outside the State; operates motor vehicles, marine vessels, radio communications equipment, office machines, fire extinguishers and other equipment; uses firearms; conducts bomb and fire searches; testifies in court or other formal proceedings; participates in the protection and transportation of funds and important documents; sequesters juries; protects witnesses and informants; assists other law enforcement agencies when necessary; participates in stakeouts and surveillance for suspected unlawful activities; participates in patrolling State beaches and parks for alcohol and drug violations; evicts or arrests unauthorized persons on State lands; performs special law enforcement duties at State elections, auctions, work projects, ceremonies, public meetings, legislative hearings, demonstrations, strikes, civil defense disasters and other emergencies; conducts background investigations on prospective employees; operates a marine police patrol vessel on the waters of the State and stops, boards and inspects vessels; promotes safe boating practices;

recommends improvements needed in water safety zoning, in the application of waterway marker systems, and the identification of safety hazards and enforcement procedures; advises and provides information to others; speaks to interested groups; renders first aid; and summons police, fire, ambulances, etc., as necessary.

A supervisory position in this series may be a full supervisor, or a working supervisor who supervises and performs the above examples of duties. A supervisory position plans, assigns, reviews and evaluates the work of subordinates; provides instructions and training to subordinate personnel; conducts inspections to ensure that the program is carried out in accordance with laws, departmental policies, rules and regulations; receives and reviews verbal and written reports; prepares and submits various reports; makes emergency decisions as required; schedules leaves; keeps records of time and attendance; conducts periodic review of security procedures and recommends and/or implements changes; identifies and resolves or recommends resolutions of operational problems; investigates complaints against subordinates and recommends and/or takes disciplinary action; analyzes new laws, methods and technological advancements in crime detection and law enforcement to improve efficiency; assists in the performance of administrative tasks such as in the development of budget requests, the proper expenditure of funds and in recommending new or changes to policies, etc; prepares correspondence and reports; and establishes and maintains operational records and files.

DEFINITION OF LEVELS:

DEPUTY SHERIFF I: This is the entry-level class in the series. A position in this class receives classroom and on-the-job training in the laws, rules, regulations, principles, practices, procedures and techniques of law enforcement; the operation of firearms and other equipment; as well as in physical conditioning. For some positions, training will include the operation of a marine patrol vessel. As a trainee, performs selected duties under close supervision, usually as assistant to a higher level position who provides detailed instructions. Assignments are designed to provide incumbents with experience and training leading to the independent performance of duties characteristic of the next higher level. Incumbents of positions at this level must have the ability to learn and apply pertinent laws, ordinances, rules and regulations, court writs and processing, and law enforcement principles, practices, methods

and techniques; the ability to operate a motor vehicle and to learn to operate firearms and other equipment used on the job; the ability to follow oral and written instructions, deal courteously but firmly with people, prepare clear and concise reports; assist and participate in patrol work, and for some positions, the ability to swim 100 yards and to learn to operate a marine patrol vessel.

DEPUTY SHERIFF II: This is the fully competent, independent worker level in the series. Positions in this class exercise regular police powers in maintaining law and order, and protecting individuals and property in the assigned area of work.

Work at this level is characterized by knowledge of pertinent federal, State and city laws, ordinances, rules and regulations and law enforcement principles, practices, methods, and techniques relative to seizure, arrest and the gathering and presuming of evidence; methods and procedures involved in the operation of protection systems and equipment; use of firearms, mace, etc; court writs and processes; first aid; location of courts and governmental buildings in the civic center area; and for some positions, knowledge of safety equipment, operation and regulations pertaining to small sea-going craft. Positions in this class are frequently required to use good judgment in anticipating as well as responding to emergency situations, in evaluating probable causes and in taking appropriate action in a variety of problem situations. In addition to the abilities required at the lower level, work at this level requires the ability to analyze situations rapidly and take appropriate action; analyze and solve criminal and investigative problems; exercise courtesy, diplomacy and firmness in enforcing regulations, maintaining order, questioning individuals, quelling group disturbances and in other personal contacts; speak to groups as well as to individuals; and for some positions, the ability to operate a motorboat.

DEPUTY SHERIFF III: This class reflects a first level supervisor on an assigned watch, who has continuing responsibility for planning, assigning and reviewing the work of a group of Deputy Sheriffs in addition to participating in law enforcement activities and for some positions, promoting safe boating practices. In addition to those knowledge and abilities required at the lower levels, positions in this class must have the ability to assign, train, schedule, supervise and evaluate the work of a group of Deputy Sheriffs; supervise security activities on an assigned shift; issue oral and written instructions; interpret and extend guidelines in meeting situations for which guides are not directly applicable; and write clear and concise reports of investigations and activities

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DEPUTY SHERIFF SERIES
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performed on an assigned shift.

DEPUTY SHERIFF IV: This class reflects the full supervisory level in the series. A position in this class is responsible for supervising, through subordinate supervisors, Deputy Sheriffs who are concerned with providing the full range of law enforcement and protective services under the jurisdiction of the Department of Public Safety. In addition to the knowledge and abilities required at the lower levels, positions in this class must have knowledge of principles and practices of supervision and the ability to supervise a large workforce through subordinate supervisors; utilize and/or deploy personnel effectively; review and analyze operating procedures and problems and make recommendations for their improvements or corrections; establish and maintain cooperative and effective working relationships with personnel of other agencies; and write clear and concise operational reports.

This is an amendment to the specifications for the classes DEPUTY SHERIFF I, II, III, and IV, approved on September 21, 1993.

DATE APPROVED: 3/22/94

SHARON Y. MIYASHIRO
Director of Personnel Services

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.806
	STATE OF HAWAII	8.807
.....		8.808
		8.809

Minimum Qualification Specifications
for the Classes:

DEPUTY SHERIFF I, II, III, and IV

Basic Education Requirement

Graduation from high school, or equivalent, with satisfactory completion of courses demonstrating knowledge of English grammar, spelling, and punctuation; and ability to read and comprehend complex written material, and write clear, factual reports.

Desirable/Preferred Education

Graduation from an accredited four (4) year college or university with a bachelor's degree, which demonstrated the ability to write clear and comprehensive reports, read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

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

Class Title	General Experience (years)	Specialized Experience (years)	Supervisory Experience (years)	Total Experience (years)
Deputy Sheriff I	2	0	0	2
Deputy Sheriff II	2	1	0	3
Deputy Sheriff III	2	2	*	4
Deputy Sheriff IV	2	2	1	5

General Experience: Work experience which demonstrated the following abilities: (1) read and comprehend complex material, such as rules and regulations; (2) write clear, factual reports; and (3) meet and deal effectively with people. Such experience must demonstrate the ability to read, write, understand and communicate effectively with others in English.

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Specialized Experience: Responsible work experience in the enforcement of laws and rules which involved the exercise of all the powers and authority of a police officer, including the power of arrest, and which involved detecting and investigating violations, collecting and reporting facts and evidence pertaining to such violations, and enforcing and promoting compliance. Such experience must have demonstrated knowledge of and ability to apply statutes and rules; principles, practices, methods, and techniques of law enforcement such as patrol and surveillance, inspection and investigation, arrest and evidence, search and seizure; report writing; court procedures; and the use of firearms.

Supervisory Experience: Responsible experience which involved supervising law enforcement officers in the performance of law enforcement activities. Creditable supervisory experience must have included the full range of supervisory duties including: (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. The supervisory work experience must have been comparable to the Deputy Sheriff III in State service.

* For the class Deputy Sheriff III, applicants must have demonstrated evidence of 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. One (1) year of excess work experience, as described in the General or Specialized Experience section, may be substituted for the required high school education.
2. Successful completion of an academic year at an accredited college or university above the high school level may be substituted for General Experience on a year-for-year basis.
3. Successful completion of an associate degree in police science from an accredited college or university or completion of two academic years from an accredited college or university which included twenty-four (24) semester credit

hours in law enforcement providing knowledge of the techniques of patrol and surveillance, inspection and investigation, rules of arrest and evidence, search and seizure, and report writing may be substituted for all of the General Experience and six (6) months of Specialized Experience.

4. Successful completion of police recruit training, or other related law enforcement training, which included classroom and field training, may be substituted for all of the General Experience and 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.

Special Requirements

Applicants must meet all federal and State regulations applicable to the carrying, use and possession of firearms and ammunition.

License Required

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

Personal Requirements

Applicants must demonstrate that they possess traits and characteristics required for this work. Among these are alertness, tact, integrity, honesty, good judgment, and ability to deal with employees and with the general public.

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.

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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 classes DEPUTY SHERIFF I, II, III, and IV, which were approved on July 14, 2004.

DATE APPROVED: 3/27/2012



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

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.814
	STATE OF HAWAII	8.815
.....		8.816
		8.817

Class Specifications
for the Classes:

HARBOR ENFORCEMENT OFFICER I, II, III & IV

Series Definition:

This series includes positions responsible for providing and/or supervising law enforcement, protective, and security services within the commercial harbors and waterfront improvements under the jurisdiction of the State of Hawaii, Department of Transportation. The responsibility involves the protection, security, and safety of all persons and property and extends to all vessels and shipping activities within the commercial harbors and roadsteads.

The work involves detecting and preventing illegal actions and exercising regular police powers in detaining or arresting individuals engaged in or suspected to be involved in illegal activities. The exercise of police powers is restricted to the performance of duties and responsibilities within the assigned patrol area. Incumbents of positions in this series are required to use good judgment in anticipating and responding to emergency situations, and in taking appropriate action. In making arrests, incumbents of these positions must apply a good knowledge of the laws, procedures and techniques relative to search, seizure, arrest and evidence, which is typically gained through special training at police or other law enforcement training institutions.

In addition, positions are also responsible for performing harbor operations duties and responsibilities (e.g., directing the movement of cargo to ensure that fire and traffic lanes are not blocked; or responding to and investigating reports of oil spillage and other pollution) as necessary for public safety or related to the security and protection of persons and property. Positions may also coordinate law enforcement, protective and/or security services with all other local, State and federal agencies responsible for law enforcement services in matters of mutual concern or whenever assistance is needed.

Level Distinctions:

LEVEL I: This is the entry level class in the series. A position in this class receives formal classroom instruction and field training in the fundamentals of law enforcement and the general duties of a Harbor Enforcement Officer (HEO). Classroom training involves instruction in the laws,

rules, regulations, principles, practices, procedures and techniques of law enforcement; use and operation of firearms and other equipment; operation of a marine patrol vessel; agency policies and procedures, etc. Field training involves the performance of selected duties under close supervision, usually as assistant to a higher level HEO, who provides detailed instructions as to the practices to be followed, objectives, etc. Field assignments are designed to provide incumbents with experience and training leading to the independent performance of duties characteristic of the independent worker level. Following completion of training, incumbents are authorized to exercise regular police powers in the performance of their duties and responsibilities.

LEVEL II: This is the fully competent, independent worker level in the series. Positions in this class exercise regular police powers in maintaining law and order, and protecting individuals and property within the commercial harbors and waterfront improvements under the jurisdiction of the Department of Transportation of the State of Hawaii. Positions in this class are required to use good judgment in anticipating and responding to emergency situations, in evaluating probable cause and in taking appropriate action in a variety of problem situations.

LEVEL III: This class reflects a first level working supervisor on an assigned watch, with continuing responsibility for planning, assigning and reviewing the work of a group of Harbor Enforcement Officers, in addition to participating in law enforcement and harbor operations activities.

LEVEL IV: This class reflects the full supervisory level in the series. A position in this class is responsible for supervising, through subordinate supervisors, groups of Harbor Enforcement Officers who are responsible for providing the full range of law enforcement, protective, and security services within the commercial harbors and waterfront improvements under the jurisdiction of the Department of Transportation of the State of Hawaii.

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

. Knowledge of:

LEVELS I and II: Federal, State, and county laws, rules and

regulations pertinent to law enforcement, protective, and security services; law enforcement principles, practices, procedures, methods, and techniques relative to search seizure, arrest and the gathering and presuming of evidence, etc.; departmental policies, rules and regulations; methods and procedures involved in the operation of protection systems and equipment; use of firearms, mace, handcuffs, and other related equipment; first aid; court writs, processes, and procedures; effective report writing techniques; and for some positions, safety equipment, operations and regulations pertaining to small sea-going craft.

LEVELS III & IV: In addition to the knowledge required for Levels I and II, positions at these levels must have knowledge of principles and practices of supervision; and departmental administrative policies (e.g., the budget process, personnel rules and regulations, and purchasing procedures).

Ability to:

LEVELS I and II: Read, understand and apply laws, rules and regulations; techniques, methods and procedures used in performing the duties of a Harbors Enforcement Officer; exercise courtesy, diplomacy and firmness in enforcing regulations, maintaining order, questioning individuals, quelling group disturbances and in other personal contacts; use judgment and initiative in meeting new and unexpected problems; analyze situations rapidly and take appropriate action in emergencies; use firearms and other equipment safely and competently; prepare clear and concise reports of investigations and activities; and for some positions, the ability to swim 100 yards and operate a motorboat.

LEVELS III and IV: In addition to the abilities described for Levels I and II, supervisory positions must be able to assign, train, supervise and evaluate the work of subordinates, directly or through subordinate supervisors; supervise law enforcement, protective, and security services and activities and/or operations; issue oral and written instructions; interpret and extend guidelines in meeting situations for which guides are not directly applicable; and write clear and concise reports of investigations and activities performed on an assigned shift; review and analyze operational, law enforcement, and security procedures and make recommendations for improvements; maintain cooperative and effective working relationships with personnel of other agencies; and write clear and concise reports of activities on an assigned shift or of operations.

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

1. Patrols an assigned area on foot equipped with a portable radio, in a mobile vehicle, or by boat.
2. Performs security patrol of buildings, facilities, equipment, or other property located in assigned area to protect against unauthorized entry, theft, vandalism, etc.
3. Conducts investigations of incidents, interviews witnesses, suspects and others, and informs offenders of their rights.
4. Conducts searches of persons and property and makes seizures; collects and preserves evidence.
5. Documents facts, prepares and submits reports, charts and diagrams.
6. Detains suspects and arrests persons violating laws; transports arrested persons to applicable holding facilities; conducts booking procedures.
7. Directs traffic and enforces traffic and parking rules and regulations; issues citations and/or coordinates the towing of vehicles for violations within assigned area.
8. Processes abandoned and/or derelict vehicles for disposal.
9. Operates a marine patrol vessel to perform security patrols of the harbor areas; picks up debris or other hazards to navigation in the harbor; may stop and board vessels to conduct investigations.
10. Serves legal documents such as subpoenas and warrants.
11. Coordinates with contract security officers on matters relating to safety and security as required.
12. Insures that fire fighting equipment, fire lanes, clear zones, doors and traffic lanes are not blocked by cargo and equipment.
13. Observes docking and undocking of vessels, checking for possible damage to facilities; reports location of vessels by pier foot markings when requested.

14. Responds to and investigates reports of oil spillage and other pollution; deploys oil absorption materials and supplies as necessary to contain spill.
15. Responds to emergencies, e.g., renders first-aid and performs other activities to prevent injury or protect life and property.
16. Assists with crowd control during special events; monitors demonstrations, picket lines, protests, sit-ins, meetings and other gatherings.
17. Uses firearms and other law enforcement equipment.
18. Conducts bomb and fire searches and evacuation when directed to do so.
19. Testifies in court in response to subpoenas.
20. Assists other law enforcement agencies, as necessary.

In addition, a supervisory position in the series may perform the following duties:

1. Plans, assigns, reviews and evaluates the work of subordinate officers.
2. Coordinates or provides instructions and training to subordinate personnel.
3. Conducts investigations of misconduct/allegations against officers and recommends or takes appropriate action.
4. Provides on the scene supervision involving incidents where arrests are imminent or where there is a potential for violence or possible harm to personnel.
5. Review reports of subordinate officers for accuracy; prepares and submits various reports.
6. Schedules and approves leaves; keeps records of time and attendance.
7. Reviews and recommends law enforcement policies and procedures for implementation.
8. Assists in the performance of administrative tasks, e.g.,

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assists in the development of budget requests, ensures the proper expenditure of funds, and recommends new or changes to policies, etc.

This is the first specification for the new classes HARBOR ENFORCEMENT OFFICER I, II, III & IV.

Effective Date: 6/16/00

DATE APPROVED: 2/11/03

KATHLEEN N. A. WATANABE
Director of Human Resources Development

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.814
	STATE OF HAWAII	8.815
.....		8.816
		8.817

Minimum Qualification Specifications
for the Classes:

HARBOR ENFORCEMENT OFFICER I, II, III & IV

Prerequisite Knowledge and Abilities Required:

Knowledge of:

LEVEL II & III: Federal and state laws, rules and regulations pertinent to law enforcement, protective and security services; law enforcement principles, practices, procedures, methods, and techniques relative to search, seizure, arrest and the gathering and presuming of evidence, etc.; methods and procedures involved in the operation of protection systems and equipment; use of firearms, mace, handcuffs, and other related equipment; court processes and procedures; and effective report writing techniques.

LEVEL IV: In addition to the knowledge required at the lower levels, positions at this level must have knowledge of principles and practices of supervision.

Ability to:

LEVEL I: Read, understand and apply laws, rules, regulations, techniques, methods and procedures used in performing the duties of a Harbor Enforcement Officer; analyze situations accurately and take appropriate action; follow oral and written instructions; prepare clear and concise reports of activities; and deal tactfully and effectively with the general public.

LEVELS II & III: In addition to the abilities required at the lower level, exercise courtesy, diplomacy and firmness in enforcing regulations, maintaining order, questioning individuals, quelling group disturbances and in other personal contacts; use judgment and initiative in meeting new and unexpected problems; analyze situations rapidly and take appropriate action in emergencies; use firearms and other equipment; and prepare clear and concise reports of investigations and activities.

LEVELS III and IV: In addition to the abilities required at the lower levels, positions at this level must be able to assign, train, supervise and evaluate the work of a group of Harbor Enforcement Officers; supervise law enforcement, protective, and security services and activities; issue oral and written instructions; and interpret and extend guidelines in meeting situations for which guides are not directly applicable.

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Experience Requirements:

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

Class Title	General Exp (Yrs)	Spclzd Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
Harbor Enforcement Officer I	3	0	0	3
Harbor Enforcement Officer II	3	1	0	4
Harbor Enforcement Officer III	3	2	*	5
Harbor Enforcement Officer IV	3	2	1	6

General Experience: Work experience which demonstrated the following abilities: (1) read and comprehend complex material, such as rules and regulations; (2) write clear, factual reports; and (3) meet and deal effectively with people. Such experience must demonstrate the ability to read, write, understand and communicate effectively with others in English.

Specialized Experience: Responsible work experience in the enforcement of laws and rules, and in the protection of persons and of property. Such experience must have involved the exercise of all the powers and authority of a police officer, including the power of arrest, and which involved detecting and investigating violations, collecting and reporting facts and evidence pertaining to such violations, and enforcing and promoting compliance. Such experience must also have demonstrated knowledge of and ability to apply statutes and rules, principles, practices, methods, and techniques of law enforcement such as patrol and surveillance, inspection and investigation, arrest and evidence, search and seizure; report writing; court procedures; and the use of firearms.

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, and disciplining them when necessary.

*Supervisory Aptitude: Applicants for the class Harbor Enforcement Officer III 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; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitution Allowed:

1. Graduation from high school, or equivalent, may be substituted for one (1) year of General Experience.
2. Successful completion of an academic year at an accredited college or university may be substituted for General Experience on a year-for-year basis.
3. Successful completion of an associate degree in police science from an accredited college or university or completion of two academic years from an accredited college or university which included 24 semester credit hours which provided knowledge of law enforcement methods, techniques and practices; laws of seizure, arrest and evidence; use of firearms; methods and practices in the operation of protection systems and equipment; report writing; techniques of arrest; and mob and riot control may be substituted for all of the General Experience and six (6) months of Specialized Experience.
4. Successful completion of police recruit training, or other related law enforcement training, may be substituted for all of the General Experience and 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.

Special Requirements:

Applicants must meet all federal and State requirements applicable to the carrying, use and possession of firearms and ammunition.

License Required:

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

Personal Requirements:

Applicants must demonstrate that they possess traits and characteristics required for this work. Among these are alertness, tact, integrity, honesty, good judgment, and ability to deal with employees and the general public.

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 physically able to perform, efficiently and effectively, the essential duties of the position for which they are applying. The duties of HEO I, II and III positions typically require moderate to arduous physical exertion involving walking, standing, running, use of firearms, night work, and exposure to inclement weather. In addition, applicants for all levels (HEO I, II, III & IV) must be able to read without strain printed material the size of typewritten characters, glasses permitted, and hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

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Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

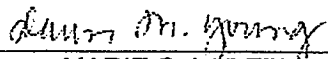
Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination. and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

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

This is an amendment minimum qualification specification for the classes
HARBOR ENFORCEMENT OFFICER I, II, III & IV, approved on February 11, 2003.

DATE APPROVED: 11/2/05


for MARIE C. L'ADERTA
Director of Human Resources Development

**CITY AND
COUNTY OF
HONOLULU**

EXHIBIT B

DEPARTMENT OF HUMAN RESOURCES*
CITY AND COUNTY OF HONOLULU

Class Specification

070220

WATER SAFETY OFFICER I
SR 15, BU 03

Duties Summary:

Performs as a trainee in a planned training program in water safety work; assists in making ocean rescues and administering emergency life support measures; learns and enforces ordinances, rules, and regulations governing beach activities and shore water usage; renders first aid in cases of injury; and performs other related duties as required.

Distinguishing Characteristics:

This is the entry level class in the Water Safety Officer series. This class differs from the Water Safety Officer II in that the Water Safety Officer I performs as a trainee in a planned water safety training program; whereas the Water Safety Officer II is independently responsible for safeguarding all participants in beach activities at an assigned beach area or station.

Illustrative Examples of Work:

Attends orientation and training sessions to learn general principles of water safety work, methods and techniques of ocean rescue and life support, including mouth-to-mouth and cardio-pulmonary resuscitation, application of first aid, enforcement procedures in regards to applicable ordinances, rules and regulations, and ocean and beach conditions peculiar to different locales; may staff a lifeguard tower or patrol a given beach area; makes ocean rescues, administers emergency life support measures and first aid; enforces ordinances, rules, and regulations governing beach activities; keeps surfboard, field glasses, radio-communications unit, and other equipment in working order; writes and submits reports describing rescues, accidents, and emergency measures taken; logs estimated number of people on beach; may participate in water safety education programs.

Minimum Qualification Requirements for the Class:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school.

License Requirement: Possession of a current American Red Cross Lifeguard Training Certificate or United States Lifesaving Association Ocean Lifeguard Certificate or equivalent, a current American Red Cross Standard First Aid Certificate or a current First Responder Certificate that meets United States Department of Transportation guidelines, and a valid Hawaii State driver's license

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(Type 3); possession of a current American Heart Association or American Red Cross Cardio-Pulmonary Resuscitation (CPR) Certificate.

Knowledge of: techniques and methods of lifesaving; techniques of emergency life support including mouth-to-mouth and cardio-pulmonary resuscitation; first aid principles and practices.

Ability to: swim long distances; rescue persons from the water; administer emergency life support techniques including mouth-to-mouth and cardio-pulmonary resuscitation; give first aid; meet and deal tactfully and effectively with the public; learn applicable ordinances, rules and regulations governing park, beach, shore water and ocean usage; read and follow written instructions.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Special Working Conditions: irregular work schedule, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

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This is an amendment to the specification for the class, WATER SAFETY OFFICER I, which was approved on January 1, 1978.

APPROVED: 12/09/2010

NOEL T. ONO
Director of Human Resources*

*Department of Human Resources effective 7/1/98

DEPARTMENT OF HUMAN RESOURCES*

CITY AND COUNTY OF HONOLULU

Class Specification

070225

WATER SAFETY OFFICER II
SR 17, BU 03Duties Summary:

Maintains constant surveillance of a designated beach/ocean area or station; makes ocean rescues and administers emergency life support measures; enforces ordinances, rules, and regulations governing beach activities and shore water usage; renders first aid/basic medical care in cases of injury; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from the Water Safety Officer I in that the Water Safety Officer II is independently responsible for safeguarding all participants in beach activities at an assigned beach area or station; whereas the Water Safety Officer I performs as a trainee in a planned water safety training program.

This class differs from the Water Safety Officer III in that the Water Safety Officer II is independently responsible for safeguarding all participants in beach activities at an assigned beach area or station; whereas the Water Safety Officer III is responsible for supervising and participating in safeguarding all participants in beach and water activities at designated beach areas or stations and assists in planning, coordinating, and supervising district activities, or assists in planning, coordinating, and conducting training programs concerned with provision of water safety services at City beaches.

Illustrative Examples of Work:

Maintains constant surveillance of a designated beach/ocean area from a public lifeguard tower or foot patrol; swims or utilizes a surfboard and/or other lifesaving equipment to rescue people in distress; may perform team rescues in conjunction with Fire rescue and helicopter units; administers emergency life support measures such as mouth-to-mouth and cardio-pulmonary resuscitation as necessary; may utilize a mechanical resuscitator/inhalator; administers first aid to injured participants of beach activities; in the capacity of first-responder in a unified emergency medical care delivery network, calls for assistance from emergency medical units for incidents involving near-drowning/drowning, serious injury, and illness; performs special police duties in enforcing ordinances, rules, and regulations governing park, beach, shore water, and ocean usage; reports infractions of shore water regulations by small craft and surfers to superiors or authority; warns people of dangerous and/or unsafe beach and ocean conditions; keeps surfboard, field glasses, radio communications unit, and other equipment in working order; writes and submits reports describing rescues, accidents, and emergency measures taken; logs estimated number of people on beach; may supervise others; may participate in water safety education program.

Minimum Qualification Requirements for the Class:

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Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and one year of Water Safety Officer experience representative of the next lower class.

License Requirement: Possession of a current American Red Cross Lifeguard Training Certificate or United States Lifesaving Association Ocean Lifeguard Certificate or equivalent, a current American Red Cross Standard First Aid Certificate or a current First Responder Certificate that meets United States Department of Transportation guidelines, a current American Heart Association or American Red Cross Cardio-Pulmonary Resuscitation (CPR) Certificate, and a valid Hawaii State driver's license (Type 3).

Knowledge of: techniques and methods of ocean rescue; techniques of emergency life support including mouth-to-mouth and cardio-pulmonary resuscitation; use and care of lifesaving equipment; first aid/basic medical care principles and practices; ordinances, rules, and regulations governing park, beach, shore water, and ocean usage.

Ability to: swim long distances; effectively handle a surfboard and lifesaving apparatus; rescue persons from the ocean; administer life support techniques including mouth-to-mouth and cardio-pulmonary resuscitation; operate a mechanical respirator/inhalator; give first aid/basic medical care; meet and deal tactfully and effectively with the public; read and follow written instructions.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Special

Special Working Conditions: irregular work schedule, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

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This is an amendment to the specification for the class, **WATER SAFETY OFFICER II**, which was approved on January 1, 1978.

APPROVED: May 1, 1990

JAMES T. SATO
for Director of Human Resources*

*Department of Human Resources effective 7/1/98

DEPARTMENT OF HUMAN RESOURCES*
CITY AND COUNTY OF HONOLULU

Class Specification

070227

WATER SAFETY OFFICER III
SR 19, BU 03Duties Summary:

Supervises and participates in safeguarding all participants in beach, ocean and shore water activities at an assigned beach and assists in managing and directing the activities in a designated geographical area, or assists in planning, coordinating and conducting various training and certification courses; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from the Water Safety Officer II in that the Water Safety Officer III is responsible for supervising and participating in safeguarding all participants in beach activities at an assigned beach and assists in managing and directing the activities in a designated geographical area, or assists in planning, coordinating and conducting various training and certification courses; whereas the Water Safety Officer II is responsible for safeguarding all participants in beach activities at an assigned beach.

This class differs from the Water Safety Officer IV in that the Water Safety Officer III is responsible for supervising and participating in safeguarding all participants in beach activities at an assigned beach and assists in managing and directing the activities in a designated geographical area, or assists in planning, coordinating and conducting various training and certification courses; whereas the Water Safety Officer IV plans, coordinates, and supervises district activities, or plans, coordinates, and conducts the training program concerned with provision of water safety services at City beaches.

Illustrative Examples of Work:

District Operations Lieutenant: Assigned to the most heavily used or mixed use beaches where water safety laws, regulations, policies and rules require constant enforcement; supervises and coordinates water safety activities and operations in a designated geographical area; assists in planning and scheduling of personnel and equipment, evaluates, trains and maintains discipline of subordinate personnel; prepares operating budget; maintains district equipment and supplies; patrols area periodically; conducts routine observation of beaches and waters; warns beach users of hazardous conditions; issues citations for violations of vessel and water sports equipment; performs rescues of people in distress; operates specialized lifesaving apparatus and equipment; administers emergency life support measures such as mouth-to-mouth and cardio-pulmonary resuscitation as necessary; responds to and directs emergency activities until relieved by superior; works with and coordinates with Fire rescue personnel in performing ocean rescues; may operate rescue boat; prepares and maintains records, reports and journals; assumes the responsibility of District Operations Captains in their absence.

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Training Lieutenant: Assists in planning, coordinating and conducting various training and certification courses such as lifesaving, first aid, and cardio-pulmonary resuscitation; assists in planning and coordinating community water safety education programs; coordinates activities with outside organizations and agencies; maintains all training equipment, records, manuals, etc.; prepares training aids, flyers, brochures and other materials; assists in preparing budget requests and purchasing of training equipment, materials and supplies; periodically performs as District Operations Lieutenant; assumes the responsibility of the Training Captain in latter's absence.

Minimum Qualification Requirements for the Class:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and

For District Operations Lieutenant Only: two years of Water Safety Officer experience representative of the next lower level class.

For Training Lieutenant Only: one year of experience in training or instructing others in water safety or ocean recreation activities.

License Requirement: Possession of a current American Red Cross Lifeguard Training Certificate or United States Lifesaving Association Ocean Lifeguard Certificate or equivalent, a current American Red Cross Standard First Aid Certificate or a current First Responder Certificate that meets United States Department of Transportation guidelines, a current American Heart Association or American Red Cross Cardio-Pulmonary Resuscitation (CPR) Certificate, and a valid Hawaii State driver's license (Type 3); possession of an American Red Cross Lifeguard Training Instructor Certificate or United States Lifesaving Ocean Lifeguard Instructor Certificate, and an American Red Cross or American Heart Association Instructor Certificate in Cardio-Pulmonary Resuscitation (CPR) prior to completion of probation.

Knowledge of: principles and practices of leadership and supervision; principles and practices of modern lifesaving techniques, equipment and apparatus; techniques and methods of ocean rescue, emergency life support, and first aid/basic medical care application; ordinances, rules, and regulations governing park, beach, shore water, and ocean usage; ocean and shore water conditions peculiar to various City & County beaches; and

For Training Lieutenant Only: training principles and practices; techniques of demonstration, instruction, and performance testing and evaluation.

Ability to: swim and conduct water rescues; administer first aid and emergency life support; enforce regulations tactfully and effectively; deal effectively with the public; prepare concise, complete, and accurate reports; plan, assign, supervise and evaluate the work of subordinate personnel; make sound operations decisions and effect observance of such; and

For Training Lieutenant Only: plan, coordinate, and conduct water safety training programs; identify areas of training need

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and develop appropriate courses to effect remedy; learn, master, and teach new water safety methods, techniques, and use of new lifesaving apparatus.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Special

Special Working Conditions: irregular work schedule, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

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This is the first specification approved for the new class, WATER SAFETY OFFICER III, effective January 1, 1990.

APPROVED: May 1, 1990

JAMES T. SATO
for Director of Human Resources*

*Department of Human Resources effective 7/1/98

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DEPARTMENT OF HUMAN RESOURCES*
CITY AND COUNTY OF HONOLULU

Class Specification

070230

WATER SAFETY OFFICER IV
SR 21, BU 04Duties Summary:

Plans, coordinates, and supervises district activities, or plans, coordinates, and conducts the training program concerned with provision of water safety services at city beaches; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from the Water Safety Officer III in that the Water Safety Officer IV plans, coordinates, and supervises district activities, or plans, coordinates, and conducts the training program concerned with provision of water safety services at City beaches; whereas the Water Safety Officer III is responsible for supervising and participating in safeguarding all participants in beach activities at an assigned beach and assists in managing and directing the activities in a designated geographical area, or assists in planning, coordinating and conducting various training and certification courses.

(This class differs from the Water Safety Officer V in that the Water Safety Officer IV plans, coordinates, and supervises district activities, or plans, coordinates, and conducts the training program concerned with provision of water safety services at City beaches; whereas the Water Safety Officer V plans, coordinates, and directs the island-wide activities concerned with provision of water safety services at City beaches.

Illustrative Examples of Work:

District Operations Captain: Plans water safety activities for designated district by considering ocean conditions within district, anticipating public usage of beaches, evaluating staffing, and assigning/scheduling appropriate personnel to beach stations/ocean areas of greatest need; coordinates and supervises water safety activities for designated district by conducting regular meetings with staff, patrolling beach stations/ocean areas and checking on personnel job performance, communicating with and directing personnel through radio/telephone communication system, and responding to all major accidents and drownings; participates in and supervises emergency measures in situations so requiring; issues citations for violation of rules and regulations governing the operation of vessels and water sports equipment; directs personnel in warning public of dangerous beach and ocean conditions; reviews reports and logs of all water safety activities within district; assists in supervising in-service training programs; assists in preparation of annual budget; may participate in water safety education programs.

Training Captain: Plans, coordinates, and conducts the training program for the City water safety operation by identifying and evaluating water safety training needs, developing appropriate training courses to

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achieve desired goals, coordinating the schedule of personnel to classes, and conducting training classes; evaluates training course for adequacy and completeness in accomplishing desired goals; directs on-the-job aspects of training through district supervisors; keeps abreast of new methods, techniques, and equipment in the water safety field and adopts those determined appropriate for City use; maintains close relationship with pertinent professional organizations for education/informational purposes; conducts annual water safety proficiency tests of division personnel; conducts water safety, first aid, and cardio-pulmonary resuscitation certification programs and testing for division personnel; maintains and updates division training manual; recommends revisions to division rules, regulations, and policies as applicable; assists in preparation of annual budget; may plan, coordinate, and supervise water safety activities for a district; may attend aquatic institutes, conferences, and workshops related to water safety and participate in water safety education programs as directed.

Minimum Qualification Requirements for the Class:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and

For District Operations Captain Only: two years of Water Safety Officer experience representative of the next lower level class.

For Training Captain Only: two years of experience in training or instructing others in water safety or ocean recreation activities.

License Requirement: Possession of an American Red Cross Lifeguard Training Instructor Certificate or United States Lifesaving Association Ocean Lifeguard Instructor Certificate or equivalent, a current American Red Cross Standard First Aid Certificate or a current First Responder Certificate that meets United States Department of Transportation guidelines, an American Heart Association or American Red Cross Instructor Certificate in Cardio-Pulmonary Resuscitation (CPR), and a valid Hawaii State driver's license (Type 3); possession of an American Red Cross Standard First Aid Instructor or First Responder Assistant Instructor Certificate prior to completion of probation.

Knowledge of: principles and practices of leadership and supervision; techniques and methods of ocean rescue, emergency life support, and first aid/basic medical care application; ordinances, rules, and regulations governing park, beach, shore water, and ocean usage, and

For District Operations Captain Only: ocean and shore water conditions peculiar to the various City & County beaches.

For Training Captain Only: training principles and practices; techniques of demonstration, instruction, and performance testing and evaluation.

Ability to: swim and conduct water rescues; administer first aid and emergency life support; enforce regulations tactfully and effectively; deal effectively with the public; prepare concise, complete, and accurate reports; and

For District Operations Captain Only: plan, assign, supervise and evaluate the work of subordinate personnel; make sound operations decisions and effect observance of such.

For Training Captain Only: plan, coordinate, and conduct water safety training program; identify areas of training need and develop appropriate courses to effect remedy; learn, master, and teach new water safety methods, techniques, and use of new lifesaving apparatus.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Special

Special Working Conditions: irregular work schedule, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions

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This is an amendment to the specification for the class, WATERSAFETY OFFICER III, which was approved on January 27, 1978 and is to be retitled as WATER SAFETY OFFICER IV.

(APPROVED: May 1, 1990

JAMES T. SATO
for Director of Human Resources*

*Department of Human Resources effective 7/1/98

DEPARTMENT OF HUMAN RESOURCES
CITY AND COUNTY OF HONOLULU

Class Specification

070236

WATER SAFETY OFFICER V

SR 26, BU 04

Duties Summary:

Plans, coordinates and directs the island-wide operations and activities concerned with the provision of water safety services; assists in the review and development of operational policies and procedures, programs and activities relative to the City's water safety program; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for assisting in the review and development of operational policies and procedures, programs and activities relative to the City's water safety program, in addition to directing and coordinating the island-wide operations activities concerned with the provision of water safety services.

Illustrative Examples of Work:

(The following examples of work are generally stated and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position and consistent with the class concept.)

- Assists in the review and evaluation of operating policies, procedures and practices and recommends improvements thereto.
- Conducts various operational studies and research relative to water safety program and initiatives, and prepares written reports with recommendations.
- Reviews divisional structure and operations in relation to existing and projected conditions, and recommends changes, upgrades and/or establishment of additional units to improve delivery of services.
- Assists with the division's risk assessment and risk management activities and participates in the review and development of related policies and procedures.
- Plans and directs the implementation of policies and procedures relating to water safety operations as well as personnel policies and procedures.
- Directs, through subordinate district operations supervisors, the island-wide activities concerned with the provision of water safety services; continually reviews operations to ensure the adequacy and

B - 11

timeliness of services rendered and makes necessary adjustments as necessary.

- Manages the division headquarters and supervises the operation of the division's communication system.
- Directs and oversees the functions of units during disasters and ensures timely response and coordination with other agencies. Conducts and participates in post-disaster evaluations.
- Makes field inspections to ensure compliance with established policies and procedures and meets with staff to discuss proposed operational changes and to receive and disseminate pertinent information.
- Conducts analysis and/or investigations into all major medical/rescue cases, and makes recommendations for proposed changes to operational procedures and practices.
- Assists in the development and coordination of the division's in-service training program.
- Participates in the review of expenditures and develops proposed budget and fiscal policies based on projections of workload, equipment needs, etc.
- Assists in the formulation of plans, agreements and contracts for the procurement of vessels and water safety equipment and resolves disputes as necessary; monitors the maintenance and repair of vessels and water safety equipment.
- Represents the department at various community and water safety related functions, and responds to queries from the media, community groups and governmental agencies on all matters relating to water safety. Serves on various committees as required.

Minimum Qualification Requirements for the Class:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and five years of progressively responsible Water Safety Officer or related experience, two of which must have involved planning, coordinating and supervising district activities, or, planning, coordinating, and conducting a training program concerned with the provision of water safety services.

License Requirement: Possession of a valid

1. Hawaii State driver's license (Type 3);
2. United States Lifesaving Association Ocean Lifeguard Instructor Certificate;

3. American Heart Association Instructor Certificate in Cardio-Pulmonary Resuscitation (CPR); and
4. First Responder Certificate that meets the United States Department of Transportation guidelines.

(These certificates must be maintained on a current basis thereafter.)

Knowledge of: principles and practices of leadership, supervision, employee development, and operations management and coordination; techniques and methods of ocean rescue, emergency life support and first aid/basic medical care application; ordinances, rules, and regulations governing park, beach, shore water and ocean usage; ocean and shore water conditions peculiar to the various City and County beaches; research and statistical analysis methods and techniques; public speaking and presentation techniques.

Ability to: plan, direct and coordinate water safety operation activities; conduct operational studies and recommend changes to procedures and practices; identify problems, make sound operations decisions and effect observance of such; conduct thorough investigation, determine cause, and effect or recommend remedy; prepare concise, complete and analytical reports; develop and maintain effective working relationships with organizations, committees, groups, public and the media.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

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This is the first specification approved for the new class,
Water Safety Officer V, effective November 16, 2000.

APPROVED: January 15, 2002

CHERYL K. OKUMA-SEPE
Director of Human Resources

COUNTY OF MAUI

EXHIBIT C

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

PART I

Class Specification
for the Class:

OCEAN SAFETY OFFICER I

Duties Summary:

Performs as a trainee in a planned training program in Ocean Safety work; assists in making ocean rescues and administering emergency life support measures; learns and enforces ordinances, rules, and regulations governing beach activities and shore water usage; renders first aid in cases of injury; and performs other related duties as required.

Distinguishing Characteristics:

This is the entry level class in the Ocean Safety Officer series. This class differs from that of Ocean Safety Officer II in that the Ocean Safety Officer I functions as a trainee in a planned Ocean Safety training program; whereas the Ocean Safety Officer II is independently responsible for safeguarding all participants in beach activities at an assigned beach area or station.

Examples of Duties: (The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)

- Attends orientation and training sessions to learn general principles of ocean safety work, methods and techniques of ocean rescue and life support, including mouth-to-mouth and cardio-pulmonary resuscitation, application of first aid.
- Receives orientation and training in enforcement procedures with regard to applicable ordinances, rules and regulations.
- Receives orientation and training relative to ocean and beach conditions peculiar to different locales.
- May man a lifeguard tower or patrol a given beach area.
- May make ocean rescues, administer emergency life support measures and first aid.
- May enforce ordinances, rules, and regulations governing beach activities.
- Keeps surfboard, field glasses, radio-communication unit, and other equipment in working order.
- Writes and submits reports describing rescues, accidents, and emergency measures taken.

OCEAN SAFETY OFFICER I
PART I, PAGE TWO

- Assists in warning people of dangerous and/or unsafe beach and ocean conditions.
- Logs estimated number of people on the beach.
- May participate in ocean safety education programs.

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This is an amendment to the specification for the class, WATER SAFETY OFFICER I, effective February 8, 1988; amended and retitled, OCEAN SAFETY OFFICER I, effective September 1, 2002.

APPROVED: September 6, 2002



Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

Part II Minimum Qualification Specification
for the Class:

OCEAN SAFETY OFFICER I

Minimum Qualification Requirements

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school.

License Requirement: Possession of a current American Red Cross (ARC) Lifeguard Training Certificate or United States Lifesaving Association (USLA) certificate, ARC Community First Aid & Safety or State of Hawaii 40-hour First Responder Training Certificate that meets US DOT guidelines, ARC or American Heart Association cardio-pulmonary resuscitation certificate, and a valid motor vehicle operator's license (Type 3); possession of a USLA certificate and a State of Hawaii 40-hour First Responder Training certificate prior to completion of the probationary period.

Knowledge of: techniques and methods of lifesaving; techniques of emergency life support including artificial respiration and cardio-pulmonary resuscitation; first aid principles and practices; blood borne pathogens and applicable safeguards.

Ability to: swim long distances; rescue persons from the water; effectively handle a rescue surf board and lifesaving apparatus; administer emergency life support techniques including artificial respiration and cardio-pulmonary resuscitation; give first aid; meet and deal tactfully and effectively with the public; learn applicable ordinances, rules and regulations governing park, beach, shore water and ocean usage; read and follow written instruction.

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Special


Special Working Conditions: Irregular work schedule including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

OCEAN SAFETY OFFICER I
Part II, Page Two

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This is an amendment to the minimum qualification specification for the class, WATER SAFETY OFFICER I, approved February 9, 1988, amended January 19, 1989, September 26, 1995, April 14, 1998, and effective March 1, 2001; amended and retitled OCEAN SAFETY OFFICER I effective September 1, 2002.

APPROVED: September 6, 2002



Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

PART I

Class Specification
for the Class:

OCEAN SAFETY OFFICER II

Duties Summary:

Maintains constant surveillance of a designated beach/ocean area or station; makes ocean rescues and administers emergency life support measures; enforces ordinances, rules, and regulations governing beach activities and shore water usage; renders first aid and basic medical care in cases of injury; provides instruction in swimming and ocean safety education; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from that of the Ocean Safety Officer I in that the Ocean Safety Officer I functions as a trainee in a planned Ocean Safety training program; whereas the Ocean Safety Officer II is independently responsible for safeguarding all participants in beach activities at an assigned beach area or station.

This class differs from that of the Ocean Safety Officer III in that the Ocean Safety Officer III is responsible for supervising and participating in safeguarding all participants in beach activities in an assigned district or for assisting in the planning, coordinating and conducting of various training and certification courses for the Ocean Safety Section; whereas the Ocean Safety Officer II is responsible for safeguarding all participants in beach activities at an assigned beach.

Examples of Duties: (The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)

- Maintains constant surveillance of a designated beach/ocean area from a public lifeguard tower or foot patrol.
- Swims or uses a surfboard and/or other lifesaving equipment to rescue people in distress.
- May perform team rescues in conjunction with fire rescue and helicopter units.
- Administers emergency life support measures such as mouth-to-mouth and cardio-pulmonary resuscitation as necessary.
- May utilize a mechanical resuscitator/inhalator.

OCEAN SAFETY OFFICER II
PART I, PAGE TWO

- Administers first aid to injured participants or beach activities.
- In the capacity of first-responder in a unified emergency medical care delivery network, calls for assistance from emergency medical units for incidents involving near drowning/drowning, serious injury, and illness.
- Enforces ordinances, rules and regulations governing park, beach, shore, water and ocean usage.
- May place individuals under "citizen's arrest" for flagrant unlawful activities and call the Maui Police Department for disposition.
- Reports infractions of shore water regulations by small craft and surfers to the State Harbors Division.
- Warns people of dangerous and/or unsafe beach and ocean conditions.
- Keeps surfboard, field glasses, radio communications unit and other equipment in working order.
- Provides instruction in swimming and ocean safety education.
- Writes and submits reports describing rescues, accidents, and emergency measures taken.
- Logs estimated number of people on the beach.

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This is an amendment to the specification for the class, WATER SAFETY OFFICER, established August 1, 1983; amended and retitled WATER SAFETY OFFICER II, effective February 8, 1988; amended and retitled, OCEAN SAFETY OFFICER II, effective September 1, 2002.

APPROVED: September 6, 2002



Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUIPART IIMinimum Qualification Specification
for the Class:OCEAN SAFETY OFFICER IIMinimum Qualification Requirements:

Training and Experience: A combination of education and experience substantially equivalent to graduation high school and six months experience as an Ocean Safety Officer I.

License Requirement: Possession of a current United States Lifesaving Association (USLA) Open Water Lifeguard certificate, State of Hawaii 40-hour First Responder Training Certificate that meets US DOT guidelines, American Red Cross (ARC) CPR/AED for the Professional Rescuer certificate or American Heart Association Basic Life Support (BLS) for Healthcare Providers certificate, and a valid motor vehicle operator's license equivalent to Hawaii Type 3.

Knowledge of: techniques and methods of lifesaving and ocean rescue; techniques of emergency life support including artificial respiration and cardio-pulmonary resuscitation; techniques and care of lifesaving equipment; first aid/basic medical care principles and practices; blood borne pathogens and applicable safeguards; ordinances, rules and regulations governing park, beach, shore water, and ocean usage.

Ability to: swim long distances; rescue persons from the water; effectively handle a rescue surf board and lifesaving apparatus; administer emergency life support techniques including artificial respiration and cardio-pulmonary resuscitation; operate a mechanical respirator/inhalator; give first aid/basic medical care; meet and deal tactfully and effectively with the public; learn applicable ordinances, rules and regulations governing park, beach, shore water and ocean usage; read and follow written instruction.

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

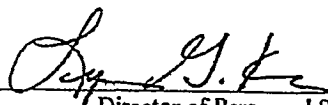
Physical Effort Grouping: Special

Special Working Conditions: Irregular work schedule, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

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This is an amendment to the minimum qualification specification for the class, WATER SAFETY OFFICER, established August 1, 1983; amended and retitled WATER SAFETY OFFICER II, effective February 8, 1988; amended effective March 1, 2001; retitled OCEAN SAFETY OFFICER II effective September 1, 2002; effective March 1, 2008.

APPROVED: 3-6-08


Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

PART I

Class Specification
for the Class:

OCEAN SAFETY OFFICER III

Duties Summary:

Supervises and participates in safeguarding all participants in beach, ocean and shore water activities in an assigned district, or assists in planning, coordinating and conducting various training and certification courses for the Ocean Safety Section; and performs other related duties as required.

Distinquishing Characteristics:

This class differs from that of the Ocean Safety Officer II in that the Ocean Safety Officer III is responsible for supervising and participating in safeguarding all participants in beach activities in an assigned district or for assisting in the planning, coordinating and conducting of various training and certification courses for the Ocean Safety Section; whereas the Ocean Safety Officer II is responsible for safeguarding all participants in beach activities at an assigned beach.

This class differs from the Supervising Ocean Safety Officer in that the Ocean Safety Officer III is responsible for supervising and participating in safeguarding all participants in beach activities in an assigned district or for assisting in the planning, coordinating and conducting of various training and certification courses for the Ocean Safety Section; whereas the Supervising Ocean Safety Officer plans, coordinates, and supervises water safety services for the County's beaches and oversees the training programs for ocean safety personnel and responses to community needs.

Examples of Duties: (The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)

(District Operations:)

- Supervises and participates in safeguarding all participants in beach, ocean and shore water activities within an assigned district.
- Assists in planning and scheduling of personnel and equipment.
- Trains, evaluates and maintains discipline of subordinate personnel.
- Patrols district beaches periodically.

OCEAN SAFETY OFFICER III
Part I, Page Two

- Conducts routine observation of beaches and waters.
- Warns beach users of hazardous conditions.
- Performs rescues of people in distress.
- Operates specialized lifesaving apparatus and equipment.
- Administers emergency life support measures such as mouth-to-mouth and cardio-pulmonary resuscitation as necessary.
- Operates rescue boat, jet ski, or other mechanized ocean rescue vehicles.
- Responds to and directs emergency activities until relieved by superior or other rescue personnel.
- Works with and coordinates with Fire rescue personnel in performing ocean rescues.
- Prepares district operating budget.
- Maintains district equipment and supplies.
- Prepares and maintains records, reports and journals.

(Training and Community Awareness:)

- Plans, coordinates and conducts various training and certification courses.
- Works with district operations officers to schedule personnel to attend or conduct classes.
- Participates in the planning and coordinating of community ocean safety education programs, including the Jr. Lifeguard program.
- Coordinates activities with outside organizations and agencies.
- Assists in identifying and evaluating ocean safety training needs and develops or secures appropriate training courses to meet these needs.
- Keeps abreast of new methods, techniques, and equipment in the ocean safety field.
- Maintains all training equipment, records, manuals, etc.
- Prepares training aids, flyers, brochures and other materials.
- Assists in preparing budget requests for and purchasing of training equipment, materials and supplies.

OCEAN SAFETY OFFICER III
Part I, Page Three

- Periodically performs district operations to supervise and participate in safeguarding participants in beach and shore water activities.

This is an amendment to the specification for the class, WATER SAFETY OFFICER III, approved October 30, 1992 effective July 1, 1992; amended effective February 1, 2002; amended and retitled, OCEAN SAFETY OFFICER III, effective September 1, 2002.

APPROVED: September 6, 2002


Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

Part II Minimum Qualification Specification
for the Class:

OCEAN SAFETY OFFICER III

Minimum Qualification Requirements

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and for

(District Operations): two years of Ocean Safety Officer experience representative of the next lower class.

(Training and Community Awareness): two years of Ocean Safety Officer experience representative of the next lower class which shall have included or been supplemented by a minimum of 200 hours of experience as a lead instructor in lifeguard training and ocean rescue courses. A lead instructor has primary responsibility for scheduling classes, determining class size, determining and scheduling the number of instructors needed, etc.

License Requirement: Possession of a current United States Lifesaving Association (USLA) Ocean Lifeguard certificate, State of Hawaii 40-hour First Responder Training Certificate that meets US DOT guidelines, American Red Cross (ARC) cardio-pulmonary resuscitation (CPR) for the Professional Rescuer certificate or American Heart Association Basic Life Support cardio-pulmonary resuscitation certificate, and a valid motor vehicle operator's license (Type 3); possession of a USLA Ocean Lifeguard instructor certificate and an instructor certificate in either ARC CPR for the professional Rescuer or American Heart Association Basic Life Support CPR prior to completion of the probationary period.

Knowledge of: principles and practices of leadership and supervision; principles of modern lifesaving and ocean rescue techniques, equipment and apparatus; techniques of emergency life support including artificial respiration and cardio-pulmonary resuscitation; techniques and care of lifesaving equipment; first aid/basic medical care application; blood borne pathogens and applicable safeguards; ordinances, rules and regulations governing park, beach, shore water, and ocean usage; conditions peculiar to various County beaches; and

(Training and Community Awareness only): training principles and practices; techniques of demonstration, instruction, and performance testing and evaluation.

Ability to: swim and conduct water rescues; effectively handle a rescue surf board and lifesaving apparatus; administer

OCEAN SAFETY OFFICER III
Part II, Page Two

emergency life support techniques including artificial respiration and cardio-pulmonary resuscitation; operate a mechanical respirator/inhalator; enforce rules and regulations tactfully and effectively; deal effectively with the public; prepare concise, complete, and accurate reports; plan, assign, supervise and evaluate the work of subordinate personnel; make sound operations decisions and effect observance of such; and

(Training and Community Awareness only): plan, coordinate and conduct ocean safety training programs; identify areas of training need and develop appropriate courses to effect remedy; learn, master and teach new ocean safety methods, techniques, and use of new lifesaving apparatus.

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Special

Special Working Conditions: Irregular work schedule, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

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This is an amendment to the minimum qualification specification for the class, WATER SAFETY OFFICER III, approved October 30, 1992 and effective July 1, 1992; amended effective March 1, 2001 and effective February 1, 2002; amended and retitled, OCEAN SAFETY OFFICER III, effective September 1, 2002.

APPROVED: September 5, 2002



Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUIPART IClass Specification
for the Class:SUPERVISING OCEAN SAFETY OFFICERDuties Summary:

Plans, coordinates and supervises the ocean safety services for the County of Maui's beaches; oversees and supervises the planning, coordination and conduct of various training and certification courses and programs for the Ocean Safety Section; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from that of the Ocean Safety Officer III in that the Supervising Ocean Safety Officer plans, coordinates, and supervises ocean safety services for the County's beaches, oversees the training programs for ocean safety personnel and responds to community needs; whereas, the Ocean Safety Officer III supervises and participates in safeguarding all participants in beach activities in an assigned district or assists in the planning, coordinating and conducting of various training and certification courses for the Ocean Safety Section.

Examples of Duties: (The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)

- Plans and coordinates ocean safety activities for the County of Maui's beaches.
- Anticipates public usage and evaluating manpower needs in order to plan and schedule personnel and equipment.
- Conducts regular meetings with staff in order to monitor personnel performance and to keep apprised of any problems/difficulties encountered by staff.
- Completes employee performance appraisals and maintains proper conduct and discipline of subordinate personnel.
- Oversees and supervises the planning and coordination of training programs for ocean safety operations by identifying and evaluating training needs and developing appropriate training courses
- Supervises the scheduling of personnel class attendance and conduct of training classes, may conduct classes as needed.
- Evaluates training courses for adequacy and completeness in accomplishing desired goals.

SUPERVISING OCEAN SAFETY OFFICER
Part I, Page Two

- Supervises, and may conduct, ocean safety training classes for schools and community organizations.
- Assesses and evaluates adequacy/efficiency of services rendered through review and analyses of all reports, discussions with staff, public contact, and meetings with community groups.
- Conducts field inspections to inspect equipment and facilities and responds to all major accidents and drownings.
- Keeps abreast of new methods, techniques, and equipment in the ocean safety field.
- Maintains close relationship with pertinent professional organizations for education and informational purposes.
- Maintains and updates division's training manual.
- Prepares the annual budget and reports for the Ocean Safety Section.
- Directs staff in warning public of dangerous beach and ocean conditions.
- May operate specialized lifesaving apparatus and equipment, rescue boat, jet ski, or other mechanized water rescue vehicles.

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This is an amendment to the specification for the class, SUPERVISING WATER SAFETY OFFICER, established August 1, 1983; amended effective May 7, 1990; amended and retitled, SUPERVISING OCEAN SAFETY OFFICER, effective September 1, 2002.

APPROVED: September 6, 2002



Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

Part II Minimum Qualification Specification
for the Class:

SUPERVISING OCEAN SAFETY OFFICER

Minimum Qualification Requirements

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and four years of experience as an Ocean Safety Officer II/III; one of which shall have involved supervision of subordinate Ocean Safety Officers and/or management of ocean safety or ocean recreation activities.

License Requirement: Possession of a current United States Lifesaving Association (USLA) Ocean Lifeguard certificate (for Hawaii), current American Red Cross (ARC) cardio-pulmonary resuscitation (CPR) for the Professional Rescuer certificate or American Heart Association Basic Life Support cardio-pulmonary resuscitation certificate, current State of Hawaii 40-hour First Responder Training Certificate that meets US DOT guidelines, current USLA Ocean Lifeguard instructor certificate (for Hawaii), current ARC/Hawaii Hear Association Cardio-Pulmonary Resuscitation (CPR) Instructor certificate, and a valid motor vehicle operator's license (Type 3).

Knowledge of: principles and practices of leadership and supervision; principles of modern lifesaving and ocean rescue techniques, equipment and apparatus; techniques and methods of ocean rescue, emergency life support including artificial respiration and cardio-pulmonary resuscitation; techniques and care of lifesaving equipment; first aid/basic medical care application; blood borne pathogens and applicable safeguards; ordinances, rules and regulations governing park, beach, shore water, and ocean usage; ocean and shore water conditions peculiar to various County beaches; training principles and practices; techniques of demonstration, instruction, and performance testing and evaluation.

Ability to: plan, assign, supervise and evaluate the work of subordinate personnel; make sound operation's decisions; plan, coordinate and conduct an ocean safety training program; identify areas of training need and develop appropriate courses to effect remedy; swim and conduct water rescues; administer first aid and emergency life support; learn, master, and teach new ocean safety methods, techniques and use new lifesaving apparatus; enforce regulations tactfully and effectively; deal effectively with the public; prepare concise, complete, and accurate reports; plan, assign, supervise and evaluate the work of subordinate personnel; make sound operations decisions and effect observance of such.

SUPERVISING OCEAN SAFETY OFFICER III
Part II, Page Two

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Special

Special Working Conditions: Irregular work schedule, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

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This is an amendment to the minimum qualification specification for the class, SUPERVISING WATER SAFETY OFFICER, established August 1, 1983; amended effective May 7, 1990 and June 5, 1995; amended effective August 20 1999; amended and retitled, SUPERVISING OCEAN SAFETY OFFICER, effective September 1, 2002.

APPROVED: September 6, 2002



Director of Personnel Services

COUNTY OF KAUAI

EXHIBIT D

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF KAUAI

WATER SAFETY OFFICER I

6.255

Duties Summary:

Performs as a trainee in a planned training program in water safety work; assists in making ocean rescues and administering emergency life support measures; learns and enforces ordinances, rules and regulations governing beach activities and shore water usage; renders first aid in cases of injury; may staff a lifeguard tower, patrol a given beach area or make ocean rescues; and performs other related duties as required.

Distinguishing Characteristics:

This is the entry level class in the Water Safety Officer series. This class differs from the Water Safety Officer II in that the Water Safety Officer I performs as a trainee in a planned water safety training program; whereas, the Water Safety Officer II is independently responsible for safeguarding all participants in beach activities at an assigned beach area or station.

Examples of Duties:

Attends orientation and training sessions to learn general principles of water safety work, methods and techniques of ocean rescue and life support, including mouth-to-mouth and cardio-pulmonary resuscitation, application of first aid, enforcement procedures in regards to applicable ordinances, rules and regulations and ocean and beach conditions peculiar to different locales; may staff a lifeguard tower or patrol a given beach area; makes ocean rescue, administers emergency life support measures and first aid; enforces ordinances, rules and regulations governing beach activities; keeps surfboard, field glasses, radio-communications unit and other equipment in working order; writes and submits reports describing rescues, accidents and emergency measures taken; logs estimated number of people on beach; may participate in water safety education programs.

Minimum Qualification Requirements for the Class:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school.

License Requirement: Possession of a current American Red Cross Lifeguard Training Certificate or United States Lifesaving Association Ocean Lifeguard Certificate or equivalent, a current First Responder Certificate that meets United States Department of Transportation guidelines, and a valid Hawaii State motor vehicle operator's license (Type 3); possession of a current American Heart Association or American Red Cross Cardio-Pulmonary Resuscitation (CPR) Certificate.

Knowledge of: techniques and methods of lifesaving; techniques of emergency life support, including mouth-to-mouth and cardio-pulmonary resuscitation; first aid principles and practices.

Ability to: swim long distances; rescue persons from the water; administer emergency life support techniques including mouth-to-mouth and cardio-pulmonary resuscitation; give first aid; meet and deal tactfully and effectively with the public; learn applicable ordinances, rules and regulations governing park, beach, shore water, and ocean usage; prepare simple reports; read and follow written instructions.

Health and Physical Condition Requirements:


Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Special Working Conditions: irregular work schedule, including shift, rotation, week-end, and/or holiday work; exposure to hazardous conditions.

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This is an amendment to the specification for the class WATER SAFETY OFFICER I, approved on September 9, 1991, and is to be substituted for that specification.

APPROVED: MAR 23 2004
Date


MALCOLM C. FERNANDEZ
Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF KAUAI

WATER SAFETY OFFICER II

6.256

Duties Summary:

Maintains constant surveillance of a designated beach/ocean area or station; makes ocean rescues and administers emergency life support measures; enforces ordinances, rules and regulations governing beach activities and shore water usage; renders first aid and basic medical care in cases of injury; provides instruction in swimming and water safety education.

Distinguishing Characteristics:

This class differs from that of Water Safety Officer I in that the Water Safety Officer II is independently responsible for safeguarding all participants in beach activities at an assigned beach area or station; whereas, the Water Safety Officer I performs as a trainee in a planned water safety training program.

Examples of Duties:

Maintains constant surveillance of a designated beach/ocean area from a public lifeguard tower or foot patrol; swims or uses a surfboard and/or other lifesaving equipment to rescue people in distress; may perform team rescues in conjunction with fire rescue and helicopter units; administers emergency life support measures such as mouth-to-mouth and cardiopulmonary resuscitation as necessary; may utilize a mechanical resuscitator/inhalator; administers first aid to injured participants of beach activities; in the capacity of first-responder in a unified emergency medical care delivery network, calls for assistance from emergency medical units for incidents involving near-drowning/drowning, serious injury and illness; performs special police duties in enforcing ordinances, rules and regulations governing park, beach, shore water and ocean usage; reports infractions of shore water regulation by small craft and surfers to the State Harbors Divisions; warns people of dangerous and/or unsafe beach and ocean conditions; keeps surfboard, radio communications unit and other equipment in working order; provides instruction in swimming and water safety education; writes and submits reports describing rescue, accidents and emergency measures taken; logs estimated number of people on the beach.

Minimum Qualification Requirements:

Training and Experience: A combination of education and experience substantial equivalent to graduation from high school and one year of Water Safety Officer experience representative of the next lower class.

License Requirement: Possession of a current American Red Cross Lifeguard Training Certificate or United States Lifesaving Association Ocean Lifeguard Certificate or equivalent, a current American Heart Association or American Red Cross Cardiopulmonary Resuscitation (CPR) Certificate, a current First Responder Certificate that meets United States Department of Transportation guidelines, and a valid Hawaii State driver's license (Type 3).

Knowledge of : techniques and methods of ocean rescue; techniques of emergency life support including mouth-to-mouth and cardiopulmonary resuscitation; use and care of lifesaving equipment; first aid/basic medical care principles and practices; ordinances, rules and regulations governing park, beaches, shore water and ocean usage.

Ability to: swim long distances; efficiently handle a surfboard and lifesaving apparatus; rescue persons from the ocean; administer life support techniques including mouth-to-mouth and cardiopulmonary resuscitation; operate a mechanical respirator/inhalator; give first aid/basic medical care; meet and deal tactfully and effectively with the public; read and follow written instructions.

Health and Physical Condition Requirements:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Special

Special Working Condition: irregular work schedule, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

This is the first specification approved for the new class,
WATER SAFETY OFFICER II.

APPROVED:

9/9/91

Date

ALLAN I. TANIGAWA

Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF KAUAI

WATER SAFETY OFFICER III

6.257

Duties Summary:

Supervises and participates in safeguarding all participants in beach, ocean and shore water activities in an assigned district, or assists in planning, coordinating and conducting various training and certification courses for the Water Safety Bureau; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from that of the Water Safety Officer II in that the Water Safety Officer III is responsible for supervising and participating in safeguarding all participants in beach activities in an assigned district or for assisting in the planning, coordinating and conducting of various training and certification courses for the Water Safety Bureau; whereas the Water Safety Officer II is independently responsible for safeguarding all participants in beach activities at an assigned beach area or station.

This class differs from the Water Safety Supervising Officer which is distinguished by its responsibility for planning, coordinating and supervising water safety services provided for safeguarding participants in beach and shore activities.

Examples of Duties:

District Operations: Supervises and participates in safeguarding all participants in beach, ocean and shore water activities within an assigned district; assists in planning and scheduling of personnel and equipment; trains, evaluates and maintains discipline of subordinate personnel; patrols district beaches periodically; conducts routine observation of beaches and waters; warns beach users of hazardous conditions; performs rescues of people in distress; operates specialized lifesaving apparatus and equipment; administers emergency life support measures such as mouth-to-mouth and cardio-pulmonary resuscitation as necessary; operates rescue boat, jet ski or other

mechanized water rescue vehicles; responds to and directs emergency activities until relieved by superior or other rescue personnel; works with and coordinates with Fire rescue personnel in performing ocean rescues; prepares district operating budget; maintains district equipment and supplies; prepares and maintains records, reports and journals.

Training and Community Awareness: Plans, coordinates and conducts various training and certification courses; works with district operations officers to schedule personnel to attend or conduct classes; participates in the planning and coordinating of community ocean safety education programs, including the Junior Lifeguard program; coordinates activities with outside organizations and agencies; assists in identifying and evaluating ocean safety training needs and develops or secures appropriate training courses to meet these needs; keeps abreast of new methods, techniques and equipment in the water safety field; maintains all training equipment, records, manuals, etc.; prepares training aids, flyers, brochures and other materials; assists in preparing budget requests for and purchasing of training equipment, materials and supplies; periodically performs district operations to supervise and participate in safeguarding participants in beach and shore water activities.

Minimum Qualification Requirements for the Class:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and for

District Operations: three (3) years as a Water Safety Officer II or any equivalent combination of training and experience.

Training and Community Awareness: three (3) years as a Water Safety Officer II or any equivalent combination of training and experience which shall have included or been supplemented by a minimum of 200 hours of experience as a lead instructor in lifeguard training and ocean rescue courses. A lead instructor has primary responsibility for scheduling classes, determining class size, determining and scheduling the number of instructors needed, etc.

License Requirement: Possession of a current American Red Cross Lifeguard Training Certificate or United States Lifesaving Association Ocean Lifeguard Certificate or equivalent, a current American Red Cross Standard First Aid Certificate or a current First Responder Certificate that meets United States Department of Transportation guidelines, possession of a current American Heart Association or American Red Cross Cardio-Pulmonary Resuscitation (CPR) Certificate, and a valid Hawaii State driver's license (Type 3); possession of a United States Lifesaving Association Ocean Lifeguard Instructor Certificate or equivalent, and an American Red Cross or American Heart Association Instructor Certificate in Cardio-Pulmonary Resuscitation prior to completion of probation.

Knowledge of: principles and practices of leadership and supervision; principles and practices of modern lifesaving techniques, equipment and apparatus; techniques and methods of ocean rescue, life support, including mouth-to-mouth, and first aid/basic medical care application; ordinances, rules and regulations governing park, beach, shore water and ocean usage; ocean and shore water conditions peculiar to County beaches; training principles and practices; techniques of demonstration, instruction, and performance testing and evaluation; and

for Training and Community Awareness only: training principles and practices; techniques of demonstration, instruction and performance testing and evaluation.

Ability to: plan, assign, supervise and evaluate the work of subordinate personnel; make sound operations' decisions; plan, coordinate and conduct a water safety training program; identify areas of training need and develop appropriate courses to effect remedy; swim and conduct water rescue; administer first aid and emergency life support; learn, master and teach new water safety methods, techniques and use new lifesaving apparatus; enforce regulations tactfully and effectively; deal effectively with the public.

Health and Physical Conditions Requirements:


Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Special Working Conditions: Irregular work schedule, including shift, rotation, week-end and/or holiday work; exposure to hazardous conditions.

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This is an amendment to the specification approved for the class WATER SAFETY OFFICER III, which was approved on December 19, 1991, and amended on January 15, 1992, and is to be substituted for that specification effective July 1, 2008.

APPROVED: SEP 10 2008
Date


MALCOLM C. FERNANDEZ
Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF KAUAI
WATER SAFETY SUPERVISING OFFICER

6.258

Duties Summary:

Plans, coordinates and directs the water safety services at beaches for the County of Kauai; supervises and conducts the training and certification program for the bureau; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for planning, coordinating and supervising water safety services provided for safeguarding participants in beach and shore activities.

Examples of Duties:

Plans, coordinates and directs the island-wide water safety program and its activities for the County of Kauai; reviews and evaluates programs, services and activities to determine their effectiveness as well as methods by which they may be improved through review and analyses of reports, discussions with staff, public contact and meetings with community groups and field inspections; effectuates changes and modifications to operations as deemed necessary and proper; coordinates the section's in-service water safety training needs, developing appropriate training courses to achieve desired goals, and evaluating courses for adequacy and completeness in accomplishing desired goals; cooperates with various agencies in developing and coordinating a water safety education program and in implementing same; directs staff in warning public of dangerous beach and ocean conditions; oversees operation of island-wide communication center; keeps abreast of new methods, techniques and equipment in water safety field; maintains close relationship with pertinent professional organizations for educational and informational purposes; acts as a resource and consultant on matters relating to water safety; implements and enforces the department's and division's policies and procedures; attends aquatic institutes, conferences and workshops related to water safety and participates in water safety programs as directed; prepares budgets and control expenditures for the program; prepares reports.

Minimum Qualification Requirements for the Class:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and four (4) years of experience as a Water Safety Officer or any equivalent combination of training and experience.

License Requirement: Possession of a current American Red Cross Lifeguard Training Instructor Certificate or United States Lifesaving Association Ocean Lifeguard Instructor Certificate or equivalent, a current American Red Cross Standard First Aid Certificate or a current First Responder Certificate that meets United States Department of Transportation guidelines, an American Red Cross or American Heart Association Instructor Certificate in Cardiopulmonary Resuscitation (CPR), a valid Hawaii State motor vehicle operator's license (Type 3); and an American Red Cross Standard First Aid Instructor, First Responder Assistant Instructor Certificate, or equivalent.

Knowledge of: principles and practices of leadership; supervision, employee development and operations management and coordination; techniques and methods of ocean rescue, emergency life support, and first aid/basic medical care application; ordinances, rules and regulations governing park, beaches, shore water and ocean usage; ocean and shore water conditions peculiar to Kauai's beaches.

Ability to: direct and coordinate water safety operation activities; make sound operations decisions and effect observance of such; identify problems; make thorough investigation, determine cause, and effect or recommend remedy; prepare concise, complete, and accurate reports; deal tactfully and effectively with the public.

Health and Physical Condition Requirements:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Special Working Conditions: irregular work schedule, including shift, rotation, week-end, and/or holiday work; exposure to hazardous conditions.

WATER SAFETY
SUPERVISING OFFICER

3

6.258

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This is an amendment to the specification for the class WATER SAFETY SUPERVISING OFFICER, which was approved on December 19, 1991, and is to be substituted for that specification.

APPROVED: JAN 7 2008
Date

Malcolm C. Fernandez
MALCOLM C. FERNANDEZ
Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF KAUAI

WATER SAFETY OFFICER V

6.260

Duties Summary:

Plans, coordinates and directs the island-wide operations and activities for the County's planned water safety and lifeguard programs and services; assists in the review and development of Bureau operations; and performs other related duties as required.

Distinguishing Characteristics:

The position in this class works under the general direction of the Fire Chief and Deputy of the Kauai Fire Department to assist in the planning, administration and direction of the County's water safety programs and activities.

This class is distinguished from the Water Safety Supervising Officer by its responsibility for assisting in the review and development of bureau operations; whereas, the Water Safety Supervising Officer primarily supervises and coordinates patron surveillance as a key component of the Bureau's water safety services.

Examples of Duties:

Assists in the review and planning of island-wide water safety programs and activities for the County; administers and directs the implementation of policies and procedures relating to water safety operations as well as personnel policies and procedures; reviews operations to ensure the adequacy and timeliness of services rendered, making adjustments as necessary; coordinates and oversees the development of new programs; directs and oversees the functions of the units during disasters and ensures timely response and coordination with other bureaus and agencies; conducts and participates in post-disaster evaluations; reviews and evaluates the Bureau operating policies, procedures and practices, and recommends improvements; conducts various operational studies and research, and prepares written reports with recommendations; determines and implements Bureau's long-range and short-range objectives and priorities; reviews organizational structure

and operations and implements improvements, changes, upgrades, recommending establishment of additional towers/units to improve services; conducts analysis and/or investigations for major medical/rescue cases, and recommends changes to operational procedures and practices; makes field inspections to ensure compliance with established policies and procedures, and meets with staff to discuss proposed operational changes and to receive and disseminate information; oversees the development and coordination of the Bureau's in-service training program; conducts internal investigations on employee relations matters, analyzing case and providing recommendation or action; participates in the review of expenditures, develops budget and fiscal policies based on projections and needs; prepares and justifies budget and monitors implementation; assists in the formulation of plans, agreements and contracts for procurement of equipment, resolving disputes as necessary; monitors the maintenance and repair of equipment assigned to the Bureau; serves as resource and consultant on ocean recreation and safety as required; maintains working relationships with pertinent professional organizations, community organizations and governmental agencies.

Minimum Qualification Requirements for the Class:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and five (5) years of progressively responsible Water Safety Officer experience that involved planning, coordinating and conducting water safety programs and services, of which two (2) shall have been in a supervisory capacity.

License Requirement: Possession of a valid

1. motor vehicle operator's license (Type 3);
2. American Red Cross Lifeguard Training Instructor Certificate or United States Lifesaving Association Ocean Lifeguard Instructor Certificate or equivalent;
3. American Red Cross or American Heart Association Instructor Certificate in Cardio-Pulmonary Resuscitation (CPR); and

4. American Red Cross Standard First Aid Certificate or a First Responder Certificate that meets the United States Department of Transportation guidelines.

(These certificates must be maintained on a current basis thereafter.)

Knowledge of: principles and practices of leadership, supervision, employee development, and operations management and coordination; techniques and methods of ocean rescue, emergency life support and first aid/basic medical care application; ordinances, rules and regulations governing park, beach, shore water and ocean usage; ocean and shore water conditions peculiar to Kauai's beaches; research and statistical analysis methods and techniques; public speaking and presentation techniques.

Ability to: plan and direct water safety operation activities; conduct operational studies and recommend changes to procedures and practices; identify problems, make sound operations decisions and effect observance of such; conduct thorough investigation, determine cause and effect or recommend remedy; prepare concise, complete and analytical reports; develop and maintain effective working relationships with organizations, committees, groups, the general public and the media.

Health and Physical Condition Requirements:


Persons seeking appointment to the position in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Special Working Conditions: irregular work schedule, including shift, rotation, week-end, and/or holiday work; exposure to hazardous conditions.

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This is the first specification approved for the new class WATER SAFETY OFFICER V effective November 1, 2011.

APPROVED: NOV 3 2011
Date


MALCOLM C. FERNANDEZ
Director of Personnel Services

COUNTY OF HAWAII

EXHIBIT E

DEPARTMENT OF HUMAN RESOURCES
COUNTY OF HAWAII

WATER SAFETY OFFICER I
SR 15; BU 03

Duties Summary:

Performs as a trainee in a planned training program in water safety work; assists in making ocean rescues and administering emergency life support measures; learns and enforces ordinances, rules, and regulations governing beach activities and shore water usage; renders first aid in cases of injury; and performs other related duties as required.

Distinguishing Characteristics:

This is the entry level class in the Water Safety Officer series. This class differs from the Water Safety Officer II in that it performs as a trainee in a planned water safety training program; whereas, the Water Safety Officer II is independently responsible for safeguarding all participants in beach activities at an assigned beach area or station.

Examples of Duties: *(The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duty statements does not preclude the assignment of such duties if they are a logical assignment for the position and are consistent with the class concept.)*

- Attends orientation and training sessions to learn general principles of water safety work, methods and techniques of ocean rescue and life support, including mouth-to-mouth and cardio-pulmonary resuscitation, application of first aid, enforcement procedures in regards to applicable ordinances, rules, and regulations, and ocean and beach conditions peculiar to different locales.
- May maintain surveillance from a lifeguard tower or patrol a given beach area, make ocean rescues, administer emergency life support measures and first aid, and enforce ordinances, rules, and regulations governing beach activities.
- Keeps surfboard, field glasses, radio-communications unit, and other equipment in working order.
- Writes and submits reports describing rescues, accidents, and emergency measures taken.
- Logs estimated number of people on beach.
- May participate in water safety education programs.

Minimum Qualification Requirements:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school.

License and Certification Requirements: Possession of a current American Red Cross Lifeguard Training with First Aid Certificate or equivalent, a current American Heart Association BLS for Healthcare Providers or American Red Cross Cardio-Pulmonary Resuscitation for the Professional Rescuer (CPR/PR) Certificate; possession of a United States Lifesaving Association Ocean Lifeguard Certificate prior to completion of probation; possession of a 40-hour First Responder Certificate that meets United States Department of Transportation guidelines prior to completion of one (1) year at the Water Safety Officer I level.

Knowledge of: techniques and methods of lifesaving; techniques of emergency life support including mouth-to-mouth and cardio-pulmonary resuscitation; first aid principles and practices.

Ability to: swim long distances; rescue persons from the water; administer emergency life support techniques including mouth-to-mouth and cardio-pulmonary resuscitation; give first aid; meet and deal tactfully and effectively with the public; read and follow written instructions.

Special Working Conditions: Irregular work schedule, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

Physical Requirements:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Special

This is an amendment to the specification for the class WATER SAFETY OFFICER I that was approved on May 8, 1990, and amended on August 4, 1997, February 14, 2002, and February 13, 2006.

Approved: November 21, 2006
Date

Ronald K. Takahashi
Deputy Director of Human Resources

DEPARTMENT OF CIVIL SERVICE
COUNTY OF HAWAII

WATER SAFETY OFFICER II
SR 17; BU 03

Duties Summary:

Maintains constant surveillance of a designated beach/ocean area or station; makes ocean rescues and administers emergency life support measures; enforces ordinances and regulations governing beach activities and shore water usage; renders first aid and basic medical care in cases of injury; provides instruction in swimming and water safety education; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from that of Water Safety Officer I in that it is independently responsible for safeguarding all participants in beach activities at an assigned beach area or station; whereas, the Water Safety Officer I is a trainee in a planned water safety training program.

This class differs from that of Water Safety Officer III in that it is independently responsible for safeguarding all participants in beach activities at an assigned beach area or station; whereas, the Water Safety Officer III is responsible for supervising and participating in safeguarding all participants in beach activities in an assigned district and for assisting in the planning, coordinating, and conducting of various training and certification courses.

Examples of Duties: (The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duty statements does not preclude the assignment of such duties if they are a logical assignment for the position and are consistent with the class concept.)

- Maintains constant surveillance of a designated beach/ocean area from a public lifeguard tower or foot patrol.
- Swims or utilizes a rescue board and/or other lifesaving equipment to rescue people in distress.
- May perform team rescues in conjunction with fire rescue and helicopter units.
- Administers emergency life support measures such as mouth-to-mouth and cardio-pulmonary resuscitation as necessary.
- May utilize a mechanical resuscitator/inhalator.
- Administers first aid to injured participants of beach activities.

- In the capacity of first-responder in a unified emergency medical care delivery network, calls for assistance from emergency medical units for incidents involving near-drowning/drowning, serious injury, and illness.
- Enforces ordinances and regulations governing park, beach, shore water, and ocean usage.
- Refers individuals for flagrant unlawful activities to Hawai'i Police Department.
- Refers infractions of rules prohibiting animals on beaches to Hawai'i Humane Society.
- Reports infraction of shore water regulations by small craft and surfers to the State Harbors Division.
- Warns people of dangerous and/or unsafe beach and ocean conditions.
- Keeps surfboard, field glasses, radio communications unit, and other equipment in working order.
- Writes and submits reports describing rescues, accidents, and emergency measures taken.
- Logs estimated number of people on beach.
- May supervise subordinates.
- May participate in water safety education program.

Minimum Qualification Requirements:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and one (1) year experience as a beach lifeguard.

License and Certification Requirements: Possession of a current United States Lifesaving Association Ocean Lifeguard Certificate, a current American Heart Association BLS for Health Care Providers or American Red Cross Cardio-Pulmonary Resuscitation for the Professional Rescuer (CPR/PR) Certificate, a current 40-hour First Responder Certificate that meets United States Department of Transportation guidelines, and a valid State of Hawai'i driver's license (Class 3) or any other valid comparable driver's license.

Knowledge of: techniques and methods of ocean rescue; techniques of emergency life support including mouth-to-mouth and cardio-pulmonary resuscitation; use and care of lifesaving equipment; first aid/basic medical care principles and practice; ordinances and regulations governing park, beach, shore water, and ocean usage.

Ability to: swim long distances; efficiently handle a rescue board and lifesaving apparatus; rescue persons from the ocean; administer life support techniques including mouth-to-mouth and cardio-pulmonary resuscitation; operate a mechanical respirator/inhalator; give first aid/basic medical care; meet and deal tactfully and effectively with the public; read and follow written instructions.

Physical Requirements:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Special

Special Working Conditions: Irregular work schedule, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

This is an amendment to the specification for the new class WATER SAFETY OFFICER II that was approved on May 8, 1990 and amended on December 15, 1992; March 10, 1993; August 4, 1997; October 14, 1999; and March 30, 2001

APPROVED: February 14, 2002
Date

Rodney T. Kaido
Deputy Director of Personnel

DEPARTMENT OF CIVIL SERVICE
COUNTY OF HAWAII

WATER SAFETY OFFICER III

SR 19; BU 03

Duties Summary:

Supervises and participates in safeguarding all participants in beach, ocean and shore water activities in an assigned district; assists in planning, coordinating, and conducting various training and certification courses; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from that of the Water Safety Officer II in that the Water Safety Officer III is responsible for supervising and participating in safeguarding all participants in beach activities in an assigned district and for assisting in the planning, coordinating, and conducting of various training and certification courses; whereas, the Water Safety Officer II is responsible for safeguarding all participants in beach activities at an assigned beach.

This class differs from the Water Safety Officer IV in that the Water Safety Officer III is responsible for supervising and participating in safeguarding all participants in beach activities in an assigned district and for assisting in the planning, coordinating, and conducting of various training and certification courses; whereas, the Water Safety Officer IV plans, coordinates, and supervises water safety services for the County's beaches and public pools and conducts training programs for water safety personnel.

Examples of Duties: *(The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duty statements does not preclude the assignment of such duties if they are a logical assignment for the position and are consistent with the class concept.)*

- Supervises and participates in safeguarding all participants in beach, ocean, and shore water activities within an assigned district.
- Assists in planning and scheduling of personnel and equipment.
- Trains, evaluates, and maintains discipline of subordinate personnel.
- Patrols district beaches periodically.
- Conducts routine observation of beaches and waters.
- Warns beach users of hazardous conditions.

- Performs rescues of people in distress.
- Operates specialized lifesaving apparatus and equipment.
- Administers emergency life support measures such as mouth-to-mouth and cardio-pulmonary resuscitation as necessary.
- May operate rescue boat or other mechanized water rescue vehicles.
- Operates specialized lifesaving apparatus and equipment.
- Responds to and directs emergency activities until relieved by superior or other rescue personnel.
- Works with and coordinates with Fire rescue personnel in performing ocean rescues.
- Prepares district operating budget.
- Maintains district equipment and supplies.
- Prepares and maintains records, reports, and journals.
- Assists in planning, coordinating, and conducting various training and certification courses.
- Assists in planning and coordinating community water safety education programs.
- Assists in coordinating activities with outside organizations and agencies.
- May maintain training equipment, records, manuals, etc.
- May assist in preparing training aids, flyers, brochures, and other materials.

Minimum Qualification Requirements:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and two (2) years of experience as a beach lifeguard.

License/Certificate Requirements: Possession of a valid State of Hawai'i driver's license (Class 3) or other valid comparable driver's license; possession of a current United States Lifesaving Association (USLA) Ocean Lifeguard Certificate, a current 40-hour First Responder Training certificate that meets United States Department

of Transportation guidelines, an American Heart Association BLS for Health Care Providers or American Red Cross (ARC) Cardio-Pulmonary Resuscitation for the Professional Rescuer (CPR/PR) Certificate, and an ARC Lifeguard Training Instructor's Certificate at time of filing; possession of a USLA Ocean Lifeguard Instructor's Certificate and an American Heart Association BLS for Health Care Providers or ARC Cardio-Pulmonary Resuscitation for the Professional Rescuer (CPR/PR) Instructor Certificate (stand alone) prior to completion of probation.

Knowledge of: principles and practices of leadership and supervision; principles and practices of modern lifesaving techniques, equipment, and apparatus; techniques and methods of ocean rescue, emergency life support, and first aid/basic medical care application; ordinances and regulations governing park, beach, shore water, and ocean usage; ocean and shore water conditions peculiar to various beaches.

Ability to: swim and conduct water rescues; administer first aid and emergency life support; enforce rules and regulations tactfully and effectively; deal effectively with the public; prepare concise, complete, and accurate reports; plan, assign, supervise, and evaluate the work of subordinate personnel; make sound operations decisions and effect observance of such; plan, coordinate, and conduct water safety training programs; learn, master, and teach new water safety methods, techniques, and use of new lifesaving apparatus.

Physical Requirements:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Special

Special Working Conditions: Irregular work schedules, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

This is an amendment to the specification for the class, WATER SAFETY OFFICER III that was approved on December 15, 1992; and amended on October 6, 1993; December 9, 1996; and October 14, 1999.

APPROVED: September 5, 2003
Date

Rodney T. Kaido
Deputy Director of Personnel

DEPARTMENT OF HUMAN RESOURCES
COUNTY OF HAWAII

WATER SAFETY OFFICER IV
SR 21; BU 04

Duties Summary:

Plans, coordinates, and supervises district water safety services for the County of Hawai'i's beaches; conducts the training program for water safety personnel; supervises the conduct of first aid, water safety, and swimming classes; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from that of Water Safety Officer III in that the Water Safety Officer IV plans, coordinates, and supervises district water safety services for the County's beaches, and conducts the training program for water safety personnel; whereas, the Water Safety Officer III is responsible for supervising and participating in safeguarding all participants in beach activities in an assigned district and for assisting with the planning, coordinating, and conducting of various training and certification courses.

Examples of Duties: *(The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duty statements does not preclude the assignment of such duties if they are a logical assignment for the position and are consistent with the class concept.)*

- Plans water safety activities for beaches in a designated district, anticipating public usage of beaches and evaluating manpower staffing,
- Coordinates and supervises water safety activities by conducting regular meetings with staff, checking on personnel job performances, inspecting equipment and facilities and responding to all major accidents and drownings.
- Determines the adequacy/efficiency of services rendered through review and analyses of all reports, discussions with staff, public contact, and meetings with community groups and field inspections.
- Plans, coordinates, and conducts the training program for water safety operations by identifying and evaluating water safety training needs, developing appropriate training courses to achieve desired goals, coordinating the scheduling of personnel for classes, and conducting training classes.
- Evaluates training courses for adequacy and completeness in accomplishing desired goals.

- Keeps abreast of new methods, techniques, and equipment in the water safety field.
- Maintains close relationship with pertinent professional organizations for educational/informational purposes.
- Conducts annual water safety proficiency test for district personnel.
- Conducts water safety, first aid, and cardio-pulmonary resuscitation certification program and testing for district personnel.
- Supervises the conduct of first aid, water safety, and swimming classes.
- Conducts water safety and first aid classes at schools and for community organizations.

Minimum Qualification Requirements:

Training and Experience:

- A combination of education and experience substantially equivalent to graduation from high school and
- four (4) years of experience as a beach lifeguard.

License Requirement:

- Possession of a current United States Lifesaving Association Certificate;
- a current 40-hour First Responder Training Certificate that meets United States Department of Transportation guidelines;
- a current American Heart Association Basic Life Support Healthcare Provider Certificate;
- a valid State of Hawai'i driver's license (Class 3) or other valid comparable driver's license;
- possession of a United States Lifesaving Association Ocean Lifeguard Instructor's Certificate; and
- an American Heart Association Basic Life Support Healthcare Provider Instructor's Certificate prior to completion of probation.

Knowledge of:

- Principles and practices of leadership and supervision;
- techniques and methods of ocean rescue, emergency life support, and first aid/basic medical care application;
- ordinances and regulations governing park, beach, shore water, and ocean usage;
- ocean and shore water conditions peculiar to County beaches;
- training principles and practices; techniques, instruction, and performance testing and evaluation; and
- pool maintenance.

Ability to:

- Plan, assign, supervise, and evaluate the work of subordinate personnel;
- make sound operation's decisions;
- plan, coordinate and conduct a water safety training program;
- identify areas of training need and develop appropriate courses to effect remedy;
- swim and conduct water rescue;
- administer first aid and emergency life support;
- learn, master, and teach new water safety methods, techniques, and use new lifesaving apparatus; and
- enforce regulations factfully and effectively with the public.

Physical Requirements:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Special

Special Working Conditions: Irregular work schedules, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

This is an amendment to the specification for the class WATER SAFETY OFFICER IV that was approved on May 8, 1990 as Water Safety Officer III; amended on December 15, 1992; renumbered, retitled, and amended on March 10, 1993; and amended on December 10, 1996, October 14, 1999, and February 14, 2002.

APPROVED: January 25, 2012
Date

/s/ Ronald K. Takahashi
Director of Human Resources

STATE OF HAWAII

HAWAII LABOR RELATIONS BOARD

In the Matter of)	CASE NOS. RA-03-239a
)	RA-04-239b
HAWAII GOVERNMENT EMPLOYEES)	RA-14-239c
ASSOCIATION, AFSCME, LOCAL 152,)	
AFL-CIO,)	CERTIFICATE OF SERVICE
)	
Petitioner,)	
)	
and)	
)	
NEIL ABERCROMBIE, Governor of the)	
State of Hawaii; CITY AND COUNTY OF)	
HONOLULU; COUNTY OF MAUI; and)	
UNITED PUBLIC WORKERS, AFSCME,)	
Local 646, AFL-CIO,)	
)	
Intervenors.)	
)	

CERTIFICATE OF SERVICE

I hereby certify that a copy of the foregoing document will be duly served upon the following individuals by U.S. Mail, Postage-Prepaid, on August 14, 2013 at the following addresses:

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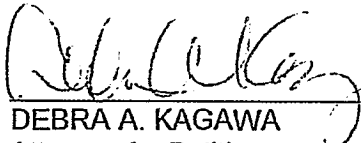
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DATED: Honolulu, Hawaii, August 14, 2013.


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