

Attachment 2 – Position Class Descriptions/ Minimum Qualifications

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 06/01/2018
Bargaining Unit: 01 Blue Collar, Non-Supervisor

		A		A		A		A	
BC01	ANN	39,636		53,856		41,076		57,168	
	MON	3,303		4,488		3,423		4,764	
	8HR	152,48		207,12		158,00		219,84	
	HRLY	19.06		25.89		19.75		27.48	
BC02	ANN	40,176		55,908		42,972		59,208	
	MON	3,348		4,659		3,581		4,934	
	8HR	154,56		215,04		165,28		227,76	
	HRLY	19.32		26.88		20.66		28.47	
BC03	ANN	41,304		57,948		44,220		61,488	
	MON	3,442		4,829		3,685		5,124	
	8HR	158,88		222,88		170,08		236,48	
	HRLY	19.86		27.86		21.26		29.56	
BC04	ANN	42,972		60,168		46,008		63,732	
	MON	3,581		5,014		3,834		5,311	
	8HR	165,28		231,44		176,96		245,12	
	HRLY	20.66		28.93		22.12		30.64	
BC05	ANN	44,688		62,364		47,856		66,132	
	MON	3,724		5,197		3,988		5,511	
	8HR	171,84		239,84		184,08		254,32	
	HRLY	21.48		29.98		23.01		31.79	
BC06	ANN	46,476		64,752		49,776		68,592	
	MON	3,873		5,396		4,148		5,716	
	8HR	178,72		249,04		191,44		263,84	
	HRLY	22.34		31.13		23.93		32.98	
BC07	ANN	48,348		67,164		51,768		71,196	
	MON	4,029		5,597		4,314		5,933	
	8HR	185,92		258,32		199,12		273,84	
	HRLY	23.24		32.29		24.89		34.23	
BC08	ANN	50,304				53,820			
	MON	4,192				4,485			
	8HR	193,44				207,04			
	HRLY	24.18				25.88			
				WS01	ANN			WS09	ANN
					MON				MON
					8HR				8HR
					HRLY				HRLY
				WS02	ANN			WS10	ANN
					MON				MON
					8HR				8HR
					HRLY				HRLY
				WS03	ANN			WS11	ANN
					MON				MON
					8HR				8HR
					HRLY				HRLY
				WS04	ANN			WS12	ANN
					MON				MON
					8HR				8HR
					HRLY				HRLY
				WS05	ANN			WS13	ANN
					MON				MON
					8HR				8HR
					HRLY				HRLY
				WS06	ANN			WS14	ANN
					MON				MON
					8HR				8HR
					HRLY				HRLY
				WS07	ANN			WS15	ANN
					MON				MON
					8HR				8HR
					HRLY				HRLY
				WS08	ANN				
					MON				
					8HR				
					HRLY				

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
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Effective Date: 01/01/2019
Bargaining Unit: 02 Blue Collar, Supervisor

		Step A1	Step B1	Step C1		Step A1	Step B1	Step C1	
F101	ANN MON 8HR HRLY	45,120 3,760 173.52 21.69	45,996 3,833 176.88 22.11	46,908 3,909 180.40 22.55	F109	ANN MON 8HR HRLY	62,136 5,178 238.96 29.87	63,396 5,283 243.84 30.48	64,656 5,388 248.64 31.08
F102	ANN MON 8HR HRLY	46,932 3,911 180.48 22.56	47,880 3,990 184.16 23.02	48,828 4,069 187.84 23.48	F110	ANN MON 8HR HRLY	64,644 5,387 248.64 31.08	65,964 5,497 253.68 31.71	67,272 5,606 258.72 32.34
F103	ANN MON 8HR HRLY	48,420 4,035 186.24 23.28	49,428 4,119 190.08 23.76	50,400 4,200 193.84 24.23	F111	ANN MON 8HR HRLY	67,248 5,604 258.64 32.33	68,616 5,718 263.92 32.99	69,972 5,831 269.12 33.64
F104	ANN MON 8HR HRLY	50,412 4,201 193.92 24.24	51,408 4,284 197.76 24.72	52,452 4,371 201.76 25.22	F112	ANN MON 8HR HRLY	69,924 5,827 268.96 33.62	71,316 5,943 274.32 34.29	72,768 6,064 279.84 34.98
F105	ANN MON 8HR HRLY	53,040 4,420 204.00 25.50	54,120 4,510 208.16 26.02	55,224 4,602 212.40 26.55	F113	ANN MON 8HR HRLY	72,708 6,059 279.68 34.96	74,172 6,181 285.28 35.66	75,660 6,305 291.04 36.38
F106	ANN MON 8HR HRLY	54,516 4,543 209.68 26.21	55,596 4,633 213.84 26.73	56,700 4,725 218.08 27.26	F114	ANN MON 8HR HRLY	75,612 6,301 290.80 36.35	77,124 6,427 296.64 37.08	78,660 6,555 302.56 37.82
F107	ANN MON 8HR HRLY	56,940 4,720 217.84 27.23	57,732 4,811 222.08 27.76	58,908 4,909 226.56 28.32	F115	ANN MON 8HR HRLY	78,612 6,551 302.32 37.79	80,184 6,682 308.40 38.55	81,792 6,816 314.56 39.32
F108	ANN MON 8HR HRLY	58,908 4,909 226.56 28.32	60,060 5,005 231.04 28.88	61,272 5,106 235.68 29.46					

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		Step A1	Step B1	Step C1		Step A1	Step B1	Step C1
F201	ANN	48,012	49,008	49,956	F209	ANN	66,228	67,524
	MON	4,001	4,084	4,163		MON	5,519	5,627
	8HR	184.64	188.48	192.16		8HR	254.72	259.68
	HRLY	23.08	23.56	24.02		HRLY	31.84	32.46
F202	ANN	49,944	50,952	51,948	F210	ANN	68,796	70,176
	MON	4,162	4,246	4,329		MON	5,733	5,848
	8HR	192.08	196.00	199.84		8HR	264.64	269.92
	HRLY	24.01	24.50	24.98		HRLY	33.08	33.74
F203	ANN	51,552	52,584	53,652	F211	ANN	71,556	73,020
	MON	4,296	4,382	4,471		MON	5,963	6,085
	8HR	198.24	202.24	206.32		8HR	275.20	280.88
	HRLY	24.78	25.28	25.79		HRLY	34.40	35.11
F204	ANN	53,652	54,720	55,800	F212	ANN	74,496	75,984
	MON	4,471	4,560	4,650		MON	6,208	6,332
	8HR	206.32	210.48	214.64		8HR	286.56	292.24
	HRLY	25.79	26.31	26.83		HRLY	35.82	36.53
F205	ANN	55,788	56,904	58,056	F213	ANN	77,508	79,032
	MON	4,649	4,742	4,838		MON	6,459	6,586
	8HR	214.56	218.88	223.28		8HR	298.08	304.00
	HRLY	26.82	27.36	27.91		HRLY	37.26	38.00
F206	ANN	58,020	59,160	60,360	F214	ANN	80,568	82,164
	MON	4,835	4,930	5,030		MON	6,714	6,847
	8HR	223.12	227.52	232.16		8HR	309.84	316.00
	HRLY	27.89	28.44	29.02		HRLY	38.73	39.50
F207	ANN	60,372	61,572	62,796	F215	ANN	83,772	85,452
	MON	5,031	5,131	5,233		MON	6,981	7,121
	8HR	232.24	236.80	241.52		8HR	322.24	328.64
	HRLY	29.03	29.60	30.19		HRLY	40.28	41.08
F208	ANN	62,784	64,032	65,304		ANN	85,452	87,156
	MON	5,232	5,336	5,442		MON	7,121	7,263
	8HR	241.44	246.24	251.20		8HR	328.64	335.20
	HRLY	30.18	30.78	31.40		HRLY	41.08	41.90

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		Step A1	Step B1	Step C1		Step A1	Step B1	Step C1	
F301	ANN	51,156	52,176	53,208	F309	ANN	70,536	71,928	73,356
	MON	4,263	4,348	4,434		MON	5,878	5,994	6,113
	8HR	196.72	200.64	204.64		8HR	271.28	276.64	282.16
	HRLY	24.59	25.08	25.58		HRLY	33.91	34.58	35.27
F302	ANN	53,196	54,252	55,344	F310	ANN	73,296	74,748	76,236
	MON	4,433	4,521	4,612		MON	6,108	6,229	6,353
	8HR	204.64	208.64	212.88		8HR	281.92	287.52	293.20
	HRLY	25.58	26.08	26.61		HRLY	35.24	35.94	36.65
F303	ANN	54,936	56,052	57,180	F311	ANN	76,260	77,796	79,344
	MON	4,578	4,671	4,765		MON	6,355	6,483	6,612
	8HR	211.28	215.60	219.92		8HR	293.28	299.20	305.20
	HRLY	26.41	26.95	27.49		HRLY	36.66	37.40	38.15
F304	ANN	57,096	58,272	59,436	F312	ANN	79,332	80,916	82,548
	MON	4,758	4,856	4,953		MON	6,611	6,743	6,879
	8HR	219.60	224.16	228.64		8HR	305.12	311.20	317.52
	HRLY	27.45	28.02	28.58		HRLY	38.14	38.90	39.69
F305	ANN	59,472	60,636	61,860	F313	ANN	82,548	84,168	85,884
	MON	4,956	5,053	5,155		MON	6,879	7,014	7,157
	8HR	228.72	233.20	237.92		8HR	317.52	323.76	330.32
	HRLY	28.59	29.15	29.74		HRLY	39.69	40.47	41.29
F306	ANN	61,788	63,024	64,272	F314	ANN	85,800	87,492	89,232
	MON	5,149	5,252	5,356		MON	7,150	7,291	7,436
	8HR	237.68	242.40	247.20		8HR	330.00	336.48	343.20
	HRLY	29.71	30.30	30.90		HRLY	41.25	42.06	42.90
F307	ANN	64,272	65,556	66,828	F315	ANN	89,232	90,996	92,844
	MON	5,356	5,463	5,569		MON	7,436	7,583	7,737
	8HR	247.20	252.16	257.04		8HR	343.20	350.00	357.12
	HRLY	30.90	31.52	32.13		HRLY	42.90	43.75	44.64
F308	ANN	66,804	68,136	69,492					
	MON	5,567	5,678	5,791					
	8HR	256.96	262.08	267.28					
	HRLY	32.12	32.76	33.41					

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		Step A1	Step B1	Step C1		Step A1	Step B1	Step C1
GF01	ANN	54,468	55,572	56,676	GF09	ANN	75,108	76,632
	MON	4,539	4,631	4,723		MON	6,259	6,386
	8HR	209.52	213.76	218.00		8HR	288.88	294.72
	HRLY	26.19	26.72	27.25		HRLY	36.11	36.84
GF02	ANN	56,640	57,732	58,908	GF10	ANN	78,048	79,596
	MON	4,720	4,811	4,909		MON	6,504	6,633
	8HR	217.84	222.08	226.56		8HR	300.16	306.16
	HRLY	27.23	27.76	28.32		HRLY	37.52	38.27
GF03	ANN	58,524	59,652	60,864	GF11	ANN	81,168	82,788
	MON	4,877	4,971	5,072		MON	6,764	6,899
	8HR	225.12	229.44	234.08		8HR	312.16	318.40
	HRLY	28.14	28.68	29.26		HRLY	39.02	39.80
GF04	ANN	60,816	62,016	63,288	GF12	ANN	84,480	86,136
	MON	5,068	5,168	5,274		MON	7,040	7,178
	8HR	233.92	238.56	243.44		8HR	324.96	331.28
	HRLY	29.24	29.82	30.43		HRLY	40.62	41.41
GF05	ANN	63,312	64,572	65,856	GF13	ANN	87,864	89,628
	MON	5,276	5,381	5,488		MON	7,322	7,469
	8HR	243.52	248.32	253.28		8HR	337.92	344.72
	HRLY	30.44	31.04	31.66		HRLY	42.24	43.09
GF06	ANN	65,808	67,128	68,448	GF14	ANN	91,344	93,156
	MON	5,484	5,594	5,704		MON	7,612	7,763
	8HR	253.12	258.16	263.28		8HR	351.36	358.32
	HRLY	31.64	32.27	32.91		HRLY	43.92	44.79
GF07	ANN	68,436	69,828	71,208	GF15	ANN	94,992	96,924
	MON	5,703	5,819	5,934		MON	7,916	8,077
	8HR	263.20	268.56	273.84		8HR	365.36	372.80
	HRLY	32.90	33.57	34.23		HRLY	45.67	46.60
GF08	ANN	71,208	72,636	74,088				
	MON	5,934	6,053	6,174				
	8HR	273.84	279.36	284.96				
	HRLY	34.23	34.92	35.62				

State of Hawaii
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		Step A1	Step B1	Step C1		Step A1	Step B1	Step C1
WF01	ANN	42,360	43,188	44,064	WF09	ANN	58,392	59,556
	MON	3,530	3,599	3,672		MON	4,866	4,963
	8HR	162.96	166.08	169.44		8HR	224.56	229.04
	HRLY	20.37	20.76	21.18		HRLY	28.07	28.63
WF02	ANN	44,064	44,940	45,852	WF10	ANN	60,744	61,932
	MON	3,672	3,745	3,821		MON	5,062	5,161
	8HR	169.44	172.88	176.32		8HR	233.60	238.24
	HRLY	21.18	21.61	22.04		HRLY	29.20	29.78
WF03	ANN	45,492	46,392	47,316	WF11	ANN	63,132	64,428
	MON	3,791	3,866	3,943		MON	5,261	5,369
	8HR	174.96	178.40	182.00		8HR	242.80	247.84
	HRLY	21.87	22.30	22.75		HRLY	30.35	30.98
WF04	ANN	47,316	48,252	49,212	WF12	ANN	65,628	66,924
	MON	3,943	4,021	4,101		MON	5,469	5,577
	8HR	182.00	185.60	189.28		8HR	252.40	257.44
	HRLY	22.75	23.20	23.66		HRLY	31.55	32.18
WF05	ANN	49,176	50,184	51,180	WF13	ANN	68,280	69,696
	MON	4,098	4,182	4,265		MON	5,690	5,808
	8HR	189.12	193.04	196.88		8HR	262.64	268.08
	HRLY	23.64	24.13	24.61		HRLY	32.83	33.51
WF06	ANN	51,180	52,212	53,244	WF14	ANN	71,004	72,444
	MON	4,265	4,351	4,437		MON	5,917	6,037
	8HR	196.88	200.80	204.80		8HR	273.12	278.64
	HRLY	24.61	25.10	25.60		HRLY	34.14	34.83
WF07	ANN	53,196	54,252	55,344	WF15	ANN	73,836	75,300
	MON	4,433	4,521	4,612		MON	6,153	6,275
	8HR	204.64	208.64	212.88		8HR	284.00	289.60
	HRLY	25.58	26.08	26.61		HRLY	35.50	36.20
WF08	ANN	55,308	56,388	57,516		ANN	76,812	78,000
	MON	4,609	4,699	4,793		MON	6,401	6,501
	8HR	212.72	216.88	221.20		8HR	295.44	300.00
	HRLY	26.59	27.11	27.65		HRLY	36.93	37.63

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Class Specifications
for the Class:

JANITOR I

Duties Summary:

Performs routine manual work in cleaning and maintaining public buildings; and performs other related duties as assigned.

Distinguishing Characteristics:

Performs routine cleaning tasks in cleaning and maintaining public buildings which rarely involves maintenance repair work or strenuous work such as carrying and moving heavy furniture and equipment.

Examples of Duties:

Sweeps and scrubs floors, hallways, corridors and stairways; cleans, mops, disinfects and services lavatories and restrooms; empties and cleans receptacles; mops and waxes floors; washes, dusts, waxes and/or polishes windows, woodwork, walls and fixtures which are easily accessible; cleans table tops, bookcases, drinking fountains, wash basins, venetian blinds, etc.; arranges chairs, tables and other light furniture and equipment for scheduled activities; locks and unlocks doors and windows; turns lights on and off; operates polishing machine and vacuum cleaner; runs errands; clears bookdrops; may work on grounds adjacent to the building in which employed, raking leaves, picking up debris, and watering lawns, trees; and may operate a car to complete assigned tasks.

Knowledge and Abilities Required:

Knowledge of: Practices, tools and materials used in janitorial work.

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

This is an amendment to the specification for the class JANITOR I approved on September 14, 1982.

DATE APPROVED: 3/8/83

DONALD BOTELHO
Director of Personnel Services

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Class Specifications
for the Class:

JANITOR II

Duties Summary:

Performs routine manual work in cleaning and maintaining public buildings and also performs heavy lifting, cleans places and equipment which are not easily accessible, does simple building repair work and operates heavy industrial type cleaning equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

In addition to routine cleaning tasks, a position in this class spends a significant amount of work time on more strenuous or demanding tasks such as (1) performing simple building maintenance and repair work not calling for a trade skill, (2) carrying and moving heavy furniture and equipment, (3) cleaning places and equipment which are not easily accessible, and (4) operating heavy-duty industrial cleaning equipment.

Examples of Duties:

Cleans and repairs venetian blinds and cords; hangs and removes curtains and draperies; operates heavy-duty industrial cleaning equipment such as vacuum cleaners, scrubbing machines and floor polishers; replaces fluorescent, standard and other light bulbs; replaces washers, door knobs and does similar minor repair or maintenance tasks not calling for a trade skill; cleans gutters and flat roofs, windows, transoms, electrical fixtures and other places which are not easily accessible; moves and carries heavy furniture and equipment; sweeps and scrubs floors, hallways and stairways; wipes, dusts, washes, waxes and/or polishes furniture, woodwork and fixtures; cleans, mops, disinfects and services lavatories and restrooms; empties and cleans receptacles; mops and waxes floors; cleans table tops, bookcases, drinking fountains, wash basins, etc.; arranges chairs, tables and other furniture for scheduled activities; works on grounds adjacent to the building in which employed, picking up debris, poisoning weeds, mowing lawns, raking leaves and watering lawns, plants and trees; occasionally removes spots and stains from carpets or operates a shampoo machine to clean carpets; may be in charge of janitorial supplies and equipment;

occasionally may perform security attendant duties; and may drive a car or truck to complete assigned tasks.

Knowledge and Abilities Required:

Knowledge of: Practices, tools and materials used in janitorial work.

Ability to: Lift and carry heavy furniture and equipment; understand and follow oral and written instructions; perform minor building repair and maintenance tasks; and operate heavy industrial type cleaning equipment.

This is an amendment to the specification for the class JANITOR II approved on September 14, 1982.

DATE APPROVED: 3/10/83

DONALD BOTELHO
Director of Personnel Services

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Class Specifications
for the Class:

JANITOR SUPERVISOR I

Duties Summary:

Supervises the work of a group of janitors and other custodial personnel in the cleaning and maintenance of buildings and building areas; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is a full-time supervisor over a group of janitors and other custodial personnel.

Examples of Duties:

Schedules the work of janitors, watchmen and other custodial personnel; conducts inspectional tours of work stations such as offices, elevators, parking areas, washrooms, etc., to insure that proper cleaning, maintenance, security and safety measures have been carried out; notes deficiencies such as the need for repair of equipment, re-cleaning of rooms, etc., and takes corrective action by instructing subordinates on specific tasks to be done, or by notifying proper authorities; inspects work stations and checks on employees' attendance; assigns workers to fill temporary or permanent vacancies; approves or recommends for approval requests for leaves of absences by employees; evaluates work performances of employees; requisitions and issues supplies and equipment; takes inventory of supplies and equipment; keeps records of work activities and submits oral and written reports.

Knowledge and Abilities Required:

Knowledge of: Practices, tools, equipment and materials used in janitorial work; safety practices as applied to janitorial work; building hardware, fixtures and equipment; principles and practices of supervision.

Ability to: Instruct and supervise others in the operation of tools and equipment used in janitorial and simple maintenance work; follow and give oral and written instructions.

This is an amendment to the specification for the class
JANITOR SUPERVISOR I approved on December 14, 1955.

DATE APPROVED: 3/10/83

DONALD BOTELHO
Director of Personnel Services

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	9.310
	STATE OF HAWAII	9.315
.....		9.320
		9.325
	Minimum Qualification Specifications	9.330
	for the Classes:	9.335

JANITOR I, II, III
JANITOR SUPERVISOR I, II
JANITOR SUPERINTENDENT

Experience Requirement

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

Class Title	General Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Janitor I	0	0	0
Janitor II	0	0	0
Janitor III	2	*	2
Janitor Supervisor I	2	1	3
Janitor Supervisor II	2	1-1/2	3-1/2
Janitor Superintendent	3	2	5

General Experience: Janitorial or related custodial work such as sweeping, dusting and cleaning of buildings.

Supervisory Experience: Experience which has included responsibility for scheduling and inspecting the work of subordinates; instructing employees in the proper method of performing the work; maintaining discipline; insuring that safety practices are adhered to; and keeping records of work activities.

*For the Janitor III level, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

PART II
JANITOR I, II, III
JANITOR SUPERVISOR I, II
JANITOR SUPERINTENDENT

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Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

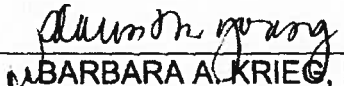
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

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

This is an amendment to the minimum qualification specifications for the classes JANITOR I, II, III; JANITOR SUPERVISOR I, II; and JANITOR SUPERINTENDENT, which were approved on March 10, 1983.

DATE APPROVED: 7/23/2012



BARBARA A. KRIEG, Director
Department of Human Resources Development