

Title:	Establishment of Selective Certification Requirements	
Purpose:	To provide a means for assuring that only those eligibles that possess the particular knowledge, skills, and/or abilities not normally required for all positions in a class are referred to fill a specific vacancy.	
Issued by:	Classification and Pay	Date: February 15, 2005
References:	Civil Service Rules, §2-13; CS Circular 7-96 (7-31-1996)	

I. BACKGROUND

Each civil service position is assigned to a class that has minimum qualification requirements (MQRs) applicable to all positions in the class. Thus, all employees in the class must possess the designated essential education and/or experience. However, some positions also have specialized duties that require additional specialized knowledge, skills and/or abilities in order to successfully perform the work. When the added specialized knowledge, skills and/or abilities are essential to successful performance of the work of a specific position, a process known as selective certification is available as a means for limiting the pool of applicants to those persons possessing the specialized knowledge, skills and/or abilities required.

As defined in the Civil Service Rules, "Selective Certification" means the process of certification that is limited to those persons possessing distinctive or unique knowledge, skills, abilities and other characteristics deemed critical to the successful performance of the work of a specific position.

Selective certification can only be effectuated upon the establishment of selective certification requirements which set forth the specialized requirements for a given position that are consistent with the MQRs for the class it is assigned to and the specialized knowledge, skills, abilities and/or other characteristics deemed critical to the successful performance of the work of the specific position.

Since selective certification limits those who are eligible for particular positions, it is essential that each request for the establishment of selective certification requirements be bona fide. This policy will ensure that each request is critically reviewed and consistent with applicable laws, rules and regulations before selective certification requirements for a position are approved.

II. POLICY

Selective certification requirements shall be established when it is determined that a position requires knowledge, skills and/or abilities not normally required for all positions in the class to which the position is allocated. The establishment of selective certification requirements allows for the selective certification of eligibles, which will assure that recruitment or referral of eligibles is limited to those individuals who meet the qualification requirements of the position as well as the class.

The selective certification requirements for a position state the specialized qualification requirements of the position and supplements the qualification requirements for the class. All such specialized requirements must be job related and must be supported by

business necessity and reflect an essential pre-employment requirement rather than a desirable attribute or preference. Management must identify and document the specific duties and responsibilities for which specialized knowledge, skills, and/or abilities are required. Where the connection between the duties and specialized requirement(s) is not self evident, the rationale must be explicit and documented.

All specialized requirements must be identified in advance of any recruitment efforts. Further, approval of the specialized requirements by competent authority is required before they can be applied in the screening of candidates for the position.

Upon approval of the specialized requirements, they must be applied consistently to all candidates for the position.

III. RESPONSIBILITIES

A. Departments and agencies

1. Keep position descriptions (PDs) current. Revised PDs should be initiated when existing descriptions are no longer accurate. Positions should be reviewed periodically, particularly upon vacancy and prior to recruitment and advertising. (Refer to IV-2, "Preparing and Processing Position Descriptions" of the Personnel Manual for additional guidelines.)
2. Review class specifications to ascertain whether MQRs for the class to which a position is allocated (or intended to be allocated, for new positions) are sufficient for its needs.
3. Determine whether specialized knowledge, skills and/or abilities (other than those on the class specification) are required for proper performance of work, the department or agency should first establish whether such specialized requirements (1) are true necessities or desirable attributes; and (2) must be met at time of hire or can be learned within a reasonable period (e.g., six-months probation). All such requirements must be identified in advance of any recruitment and/or certification efforts.
4. List the licenses or certificates required on the PD in the appropriate block (i.e., "Licenses or Certification required to perform the essential functions of this position").
5. Upon determination by the department or agency that specialized knowledge, skills, and/or abilities are essential pre-employment requirements, submit a Request for Establishment of Selective Certification Requirements, Form DHR-C&P-56 (See Attachment A), to the Department of Human Resources (DHR) with a current PD for approval.
6. Request the establishment of selective certification requirements at the earliest possible time to avoid delays. The Request for Establishment of Selective Certification Requirements must be accompanied by a current PD.

7. Post the phrase “selective certification requirement approved (date) ” or “selective certification requirement requested (date) ” on any requests for eligibles for affected positions.
8. Apply existing approved selective certification requirements in screening applications for internal movements.

B. Department of Human Resources (DHR)

1. Upon receipt of a request for the establishment of selective certification requirements, the DHR, Classification and Pay Division, review the PD, analyzes, approves or disapproves the request, and promptly notifies the department or agency of its decision.
2. Upon approval of the request to establish selective certification requirements by the DHR, and at the request of the department or agency, and provided that all other requirements are met, initiate recruitment and/or certification efforts incorporating MQRs based on the class specification and the selective certification requirements.
3. All selective certification requirements must be applied consistently to all candidates for the position.

IV. DURATION

Approved selective certification requirements will be canceled upon any reallocation of the position, or upon any other revisions to its duties and responsibilities. Therefore, prior to submitting a request for reallocation, the requesting department or agency should review and revise any previously established selective certification requirement(s).

V. CANCELLATIONS

Departments or agencies may request cancellation of any selective certification requirement by letter to the DHR, explaining the change in circumstances. (Note: a revised PD automatically cancels the selective certification requirement.)

DHR-C&P-56

REQUEST FOR SELECTIVE CERTIFICATION
DEPARTMENT OF HUMAN RESOURCES
CITY AND COUNTY OF HONOLULU

DEPARTMENT:		DIVISION/BRANCH:	
POSITION NO.:	CLASS TITLE/PAY RANGE:		

1. **PROPOSED SPECIALIZED REQUIREMENT(S):** Specify the specialized qualification requirement(s) being requested for the position. The requirement(s) must be job related, deemed critical to the successful performance of the work of the position, and reflect an essential pre-employment requirement rather than a desirable attribute or preference.

2. **SPECIALIZED DUTIES & RESPONSIBILITIES:** Identify (from the position description) and list the specific duties and/or responsibilities on which the request for the specialized requirement(s) identified in item #1 is based. If the duties and responsibilities in the position description are stated in general terms, add a more detailed statement of the specific duties and responsibilities involved. Indicate the percentage(s) of time spent in these duties.

3. **SPECIALIZED KNOWLEDGE, SKILLS, & ABILITIES:**
 - A. Analyze and discuss in detail the specific minimum knowledge, skills, and/or abilities required to satisfactorily perform each of the duties and/or responsibilities specified in (2) above.

 - B. For the knowledge, skills, and/or abilities identified in (A), indicate those minimum knowledge, skills, and/or abilities you believe the candidate must possess at time of hire.

 - C. Indicate how long it would normally take to learn the knowledge, skills, and/or abilities identified in (3-A) through on-the-job training and/or formal training (if available) and the method of training.

4. **SPECIALIZED EDUCATION:**

- A. Specify the minimum kind and length of education required and the kind of institution providing acceptable education for the knowledge, skills, and/or abilities identified in (3-B).
- B. If specific coursework is required, indicate the nature of coursework and the number of credit hours required.
- C. If a specific degree is required, so indicate.
- D. If experience can be substituted for the required education, specify the minimum amount and kind which is acceptable and to what extent it can be substituted (e.g., in total?). If experience cannot be substituted, so indicate.

5. **SPECIALIZED EXPERIENCE:**

- A. Based on the knowledge, skills, and/or abilities identified in (3-B), specify the kind(s) of experience required and the minimum number of months/years required. If more than one kind of experience is required, indicate the length of each kind. (Note: length of experience cannot exceed requirement set forth in the class specification.)
- B. If education can be substituted for the required experience, specify the minimum kind and amount. If education cannot be substituted, so indicate.

6. The following can be contacted if additional information is needed:

NAME: _____

TITLE: _____ PHONE: _____

DEPARTMENTAL CERTIFICATION:

I hereby certify that the information provided has been reviewed and certify to its accuracy. The supplemental knowledge, skills, and abilities are essential requirements for the performance of the work of the position.

Appointing Authority or Authorized Representative

Date