

PART II	DEPARTMENT OF EDUCATION	8G.606
	STATE OF HAWAII	8G.607
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	Minimum Qualification Specifications	8G.609
	for the Classes:	8G.610
		8G.611
		8G.612

DRAFTING AID II
DRAFTING TECHNICIANS III, IV, V, VI, VII & VIII

Education Requirement:

Graduation from high school with courses in mathematics and mechanical drawing.

Excess experience of the type and quality described below or any responsible experience demonstrating analytical or drawing skill may be substituted for education on a year-for-year basis.

Experience Requirements:

Except for the substitution provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described below and in the amounts indicated in the following table:

Class Title	Drafting Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Drafting Aid II	0	0	0
Drafting Technician III	1	0	1
Drafting Technician IV	2	0	2
Drafting Technician V	3	0	3
Drafting Technician VI	5	0	5
Drafting Technician VII	6	*	6
Drafting Technician VIII	6	1	7

*For the VII level, supervisory aptitude rather than actual supervisory experience may be accepted.

Drafting Experience: Experience in preparing detailed architectural, engineering and/or cartographic drawings from designs and sketches which included: 1) the layout and drawings of finished plans; and 2) computation in the preparation of scaled drawings.

Supervisory Experience: Experience in planning, scheduling, assigning and reviewing the work of subordinate drafting personnel and assisting them in difficult and problem areas.

For the VII level, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude will be considered to be met when there is strong evidence of the necessary supervisory potential as demonstrated by outstanding performance on special assignments of understudy activities, self-development programs such as training in supervision or affirmative appraisals by supervisors as to leadership qualities.

Quality of Experience: The number of years of experience required represents the minimum amount of time necessary to qualify for the appropriate position, but length of time is not in itself qualifying. The applicant's work experience must also have been of a quality and scope sufficient to enable him to perform satisfactorily assignments typical of the level of the position for which he is being considered.

For the Drafting Technicians III and IV levels, experience doing simple, routine drafting work may be considered as qualifying provided the experience demonstrates that the incumbent possesses the knowledge of algebra, geometry, trigonometry, nomenclature and conventional symbols of drafting, and basic drafting techniques; and the ability to use standard drafting instruments and equipment properly and solve simple mathematical problems.

Substitutions Allowed:

Successful completion of a course of study in Engineering Technology at an accredited community college may be substituted for one year of the required Drafting Experience.

Driver's License:

For some positions, applicants may be required to have a valid Hawaii State driver's license.

Selective Certification:

Some drafting technician positions may require the background and thorough knowledge of a particular specialty, e.g. architectural, structural and cartographic. For

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these positions, certification of eligibles 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 substantiate their reason(s) for requesting same.

Physical Requirements:

Standard 3g. Applicants must be physically able to perform the duties of the position, which are described elsewhere in this specification. Good vision and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of an arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition which would cause the applicants to be a hazard to themselves or to others will disqualify applicant for appointment. In addition, applicants must possess emotional and mental stability.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the minimum qualification specifications for the Executive Branch Civil Service classes DRAFTING AID II, DRAFTING TECHNICIANS III, IV, V, VI, VII & VIII by the Department of Education Civil Service system.

DATE APPROVED: MAR 21 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources

RATING SUPPLEMENT

for

DRAFTING TECHNICIAN

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Substitution of Education for Drafting Experience:

Successful completion of a course of study in Engineering Technology at an accredited community college may be substituted for one year of the required Drafting Experience.

Definition:

1. "Community College" includes accredited technical schools, e.g. Hawaii technical school.
2. "Engineering Technology" includes such courses of study as civil engineering technology, architectural drafting, drafting and engineering aid or any related course of study which includes at least 3 courses in drafting.
3. "Successful Completion of a Course of Study" should be interpreted to give partial credit to those applicants who have not completed all coursework necessary for a degree but have successfully completed at least one-half of the curriculum. The following table will be used to give partial credit:
 - A. Thirty-two semester credit hours are substitutable for six months of drafting experience.
 - B. Thirteen hundred clock hours is substitutable for six months of drafting experience.