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Minimum Qualification Specifications for the Class:

AUTOMATED SYSTEMS EQUIPMENT SUPERVISOR
(AUTOMATED SYSTEMS EQUIP SUPVR)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Theory of electricity and electronics as they apply to automated systems; practices, tools, equipment and materials used in electrical and electronics repair and maintenance; electrical and electronic work hazards and safety practices; and operating principles of testing equipment.

Ability to: Plan, layout, assign, review and evaluate the work of Automated Systems Equipment Technician I; estimate material, time and costs; work effectively with others; read and interpret schematic diagrams, flow charts and related manufacturers' specifications; use proper tools and testing equipment such as oscilloscopes, multimeters, data analyzers and voltmeters in the maintenance, testing and repair of automated systems and the associated interconnecting and peripheral equipment; and repair, maintain and modify electromechanical and electronic equipment.

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 below or any equivalent combination of training and experience.

Specialized Experience: Four and one-half (4-1/2) years of work experience in testing, maintaining and repairing a variety of electronic and electromechanical equipment, of which at least two (2) years must have been comparable to the class Automated Systems Equipment Technician I in the State service.

Supervisory Aptitude: 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; 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.

Substitutions Allowed:

Technical training in electronics at an accredited institute or college above the high school level may be substituted for the Specialized Experience requirement on a year-for-year basis up to a maximum of two (2) years, but may not substitute for the two (2) years of work experience at the Automated Systems Technician I level.

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.

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. In such positions, 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 which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, the ability to distinguish shades of color, and the ability to hear the conversational voice, with or

without a hearing aid or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

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 Superintendent or designee.

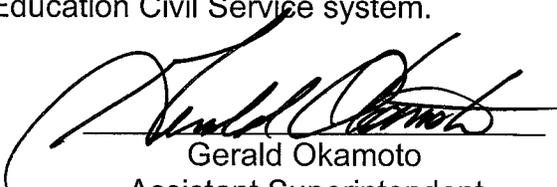
Mental/Emotional Requirements:

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

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 class, AUTOMATED SYSTEMS EQUIPMENT SUPERVISOR by the Department of Education Civil Service system.

DATE APPROVED: DEC 22 2005

EFFECTIVE DATE: JUL - 1 2005


Gerald Okamoto
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Office of Human Resources