

Minimum Qualification Specifications for the Classes:

COMPUTER OPERATORS I, II AND III

Experience Requirements:

Except for the substitution provided for in this specification, applicants must have had the kind and amount of experience as shown in the following table:

Class Title	Specialized Experience	Supervisory Experience	Total Experience
Computer Operator I	1	0	1
Computer Operator II	2	0	2
Computer Operator III	3	*	3

* For the Computer Operator III level, applicants must show possession of supervisory aptitude.

Specialized Experience: Work experience in the operation of an electronic computer and peripheral equipment which gave the applicant the knowledge of the components of an electronic computer including peripheral equipment, and their operations and functions, job control language standards, the ability to monitor the central console and coordinate the functions of the computer system, and to read and understand program operating sheets.

Supervisory Experience: (*) For the Computer Operator III level, applicants must show possession of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory responsibilities or aspects; by details to supervisory positions; 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.

Substitution of Education for Experience:

Completion of a data processing curriculum from an approved business college or community college may be substituted for the Specialized Experience on a month-for-month basis up to one year. This training must have included such subjects as (1) introduction to computer systems; (2) console operation; (3) basic programming; (4) tape and disc operation; (5) compiler systems; and (6) systems and procedures.

Quality of Experience:

Possession of the required amount 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 responsibility as to conclusively demonstrate that applicant has the ability to perform the duties of the position for which applicant is being considered.

Selective Certification:

For some positions, applicants may be required to possess specialized knowledge and skills in a particular area or areas in order to perform the duties of the position. For such positions, certification may be restricted to eligibles who possess these requirements. Departments requesting selective certification must show the connection between the need for these skills and the duties of the position to be performed.

Tests:

For competitive actions, applicants must qualify on the appropriate examination for the class. For non-competitive actions, this examination may be waived.

Physical Requirement:

Standard 3g. Applicants must be physically able to perform efficiently the duties of the position, which are described elsewhere in this specification. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to distinguish colors. 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 be compensated for by use of satisfactory prosthesis. Any physical condition which would cause applicants to be a hazard to themselves or to others will disqualify for appointment. In addition, applicants must possess emotional and mental stability.

A person with a disability will be considered upon demonstration of ability to perform the required tasks or have the ability or means to compensate for the disability sufficiently to perform the job.

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

PART II
COMPUTER OPERATORS I, II AND III
8A.289, 8A.291, 8A.293

Page 3

adoption of the minimum qualification specifications for the Executive Branch Civil Service classes COMPUTER OPERATORS I, II, and III by the Department of Education Civil Service system.

DATE APPROVED: FEB 13 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources