

PART II

DEPARTMENT OF EDUCATION  
STATE OF HAWAII

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Minimum Qualification Specifications for the Classes:

COMPUTER PROGRAMMERS I, II, III, IV & V

Basic Education/Experience Requirements:

Graduation from an accredited college or university.

Excess work experience as described below in the experience section or any other progressively responsible administrative, professional or other analytical work experience which would provide knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum may be substituted for education on a year-for-year basis.

The education or experience background must also demonstrate the ability to write clearly and comprehensively such materials as reports and analyses; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirement:

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

Class Title	Specialized Experience (years)	Supervisory Experience (years)	Total Experience (years)
Computer Programmer I	0	0	0
Computer Programmer II	1/2	0	1/2
Computer Programmer III	1-1/2	0	1-1/2
Computer Programmer IV	2-1/2	0	2-1/2
Computer Programmer V	3-1/2	*	3-1/2

\*For the Computer Programmer V level, applicants must show possession of supervisory aptitude.

Specialized Experience: Stored program computer experience, i.e. experience which involved the conversion of generalized or detailed plans and flow charts of operational sequences into detailed machine instructional steps coded into the

language of a digital computer, the development of test data and routines, and the preparation of operator instructions.

Supervisory Experience: \*For the Computer Programmer V level, applicants must show possession of 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 details to supervisory positions; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals of a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

Substitution of Education for Experience:

1. A Bachelor's degree from an accredited college or university in Computer Science or another major which included: a) three (3) semester credit hours in systems analysis, b) twelve (12) semester credit hours in applied programming concepts, and c) six (6) semester credit hours in other computer science courses may be substituted for one-half (1/2) year of specialized experience.
2. A Master's degree from an accredited college or university in Computer Science or another major which included: a) three (3) semester credit hours in systems analysis, twelve (12) semester credit hours in applied programming concepts, and six (6) semester credit hours in other computer science courses; and b) fifteen (15) semester credit hours in graduate courses in Information and Computer Science may be substituted for one and one-half (1-1/2) years of specialized experience.

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 applicant has the ability to perform the duties of the position for which applicant 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 must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

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, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps 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.

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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 COMPUTER PROGRAMMERS I, II, III, IV and V by the Department of Education Civil Service system.

DATE APPROVED:           FEB 13 2006          

EFFECTIVE DATE:           JUL - 1 2005          

  
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