

PART II

DEPARTMENT OF EDUCATION
STATE OF HAWAII

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Minimum Qualification Specifications
for the Classes:

DATA PROCESSING SYSTEMS ANALYSTS I, II, III, IV, V, & VI
(DATA PROCSSG SYSTS ANALS I, II, III, IV, V, & VI)

Basic Education Requirement:

Graduation from an accredited four-year college or university with a Bachelor's degree. Excess work experience as described under the Specialized or Supervisory Experience below or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided below, applicants must have had the types of experience described in the statements immediately following and in the amounts shown in the table below or any equivalent combination of training and experience:

Class Title	Spclzd Exper (yrs.)	Supvry Exper (yrs.)	Total Exper (yrs.)
Data Procsg Sys Anal I	0	0	0
Data Procsg Sys Anal II	1/2	0	1/2
Data Procsg Sys Anal III	1-1/2	0	1-1/2
Data Procsg Sys Anal IV	2-1/2	0	2-1/2
Data Procsg Sys Anal V	3-1/2*	**	3-1/2
Data Procsg Sys Anal VI	3-1/2*	1	4-1/2

*For the Data Processing Systems Analysts V and VI levels, at least one year of the required Specialized Experience must have been at the fully competent level comparable to the class Data Processing Systems Analyst IV in the State service.

**For the Data Processing Systems Analyst V level, supervisory aptitude rather than actual supervisory experience may be accepted.

Specialized Experience: Progressively responsible work experience in computer systems analysis which involved the analysis and design of systems for electronic processing of data or stored computer programming experience which included participation in systems analysis.

Supervisory Experience: Experience in computer systems analysis and/or computer programming which included: 1) planning and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult and complex problem areas; and 4) timing and scheduling their work.

For the Data Processing Systems Analyst V level, supervisory aptitude rather than actual supervisory experience may be accepted. 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 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:

1. A Bachelor's degree from an accredited college or university in computer science or in another major including completion of course work comparable to a major in computer science may be substituted for six (6) months of Specialized Experience.
2. A Master's degree in information and computer science from an accredited college or university may be substituted for one and one-half (1-1/2) years of Specialized Experience.
3. A Doctorate's degree in information and computer science from an accredited college or university may be substituted for two (2) years of Specialized Experience.
4. Excess Supervisory Experience of the type and quality described above may be substituted for Specialized Experience on a year-for-year basis.

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. 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, 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.

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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 DATA PROCESSING SYSTEMS ANALYSTS I, II, III, IV, V & VI by the Department of Education Civil Service system.

DATE APPROVED: MAR - 9 2006

EFFECTIVE DATE: JUL - 1 2005


Gerald Okamoto
Assistant Superintendent
Office of Human Resources