Training Requirement:

Graduation from high school. Any clerical, office, supervisory or work that involves a high degree of mechanical ability may be substituted for training on a year-for-year basis.

Experience Requirements:

Except for the substitution provided for below, applicants must possess the kind and quality of experience as described in the paragraphs following.

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Machine Exp (years)</th>
<th>Supervisory Exp (years)</th>
<th>Total Exp (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offset Press Operator I</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Offset Press Operator II</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Offset Press Operator III</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Offset Press Operator IV</td>
<td>3</td>
<td>1/2</td>
<td>3-1/2</td>
</tr>
</tbody>
</table>

**Machine Experience:** Experience in the operation of one or more types of offset machines in printing different materials involving two or more colors.

**Supervisory Experience:** For this requirement, 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 detail to supervisory positions; by service as a team leader, group leader, straw boss, senior operator, instructor or other capacity that involves working with or directing others; 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. This demonstration of potential or aptitude may be any line of work and is not limited to machine operation.

**Substitution of Training for Experience:** Any recognized offset pressman apprenticeship program may be substituted for work experience on a year-for-year basis, provided the applicant has had training in color work and in the actual operation of the offset machine.
Physical Requirements:

Applicants must be able to perform efficiently the duties of the position, which are described elsewhere in this announcement. 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 shades of colors is essential. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated 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. A person with a handicap will be considered upon demonstration of ability to perform the required tasks or have the ability or means to compensate for the handicap sufficiently to perform the job. 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 OFFSET PRESS OPERATORS I, II, III & IV by the Department of Education Civil Service system.

DATE APPROVED: DEC 26 2006

EFFECTIVE DATE: JUL 1 2005

for Gerald Okamoto
Assistant Superintendent
Office of Human Resources