

PART II

DEPARTMENT OF EDUCATION
STATE OF HAWAII

8J.310
8J.315
8J.320
8J.325
8J.330
8J.335

.....
Minimum Qualification Specifications
for the Classes:

JANITORS I, II, III
JANITOR SUPERVISORS I, II
JANITOR SUPERINTENDENT

Experience Requirement:

Applicants must have had the kind and quality of experience described below and in the amounts shown in the following table:

Class Title	General Exper. (years)	Supervisory Experience (years)	Total Exper. (years)
Janitor I	0	0	0
Janitor II	0	0	0
Janitor III	2	*	2
Janitor Supervisor I	2	1	3
Janitor Supervisor II	2	1-1/2	3-1/2
Janitor Superintendent	3	2	5

*For the Janitor III level, applicants must have demonstrated evidence of supervisory aptitude.

General Experience: Janitorial or related custodial work such as sweeping, dusting and cleaning of buildings.

Supervisory Experience: Experience which has included responsibility for scheduling and inspecting the work of subordinates; instructing employees in the proper method of performing the work; maintaining discipline; insuring that safety practices are adhered to; and keeping records of work activities.

For the Janitor III level, applicants must have demonstrated evidence 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

PART I
JANITORS I, II, III
JANITOR SUPERVISORS I, II
JANITOR SUPERINTENDENT

Page 2
8J.310, 8J.315, 8J.320
8J.325, 8J.330
8J.335

details to supervisory positions, by completion of training courses in supervision accompanied by application of supervisory skills in assignments, or by favorable appraisals of a supervisor indicating the possession of supervisory potential.

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 in 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.

PART I
JANITORS I, II, III
JANITOR SUPERVISORS I, II
JANITOR SUPERINTENDENT

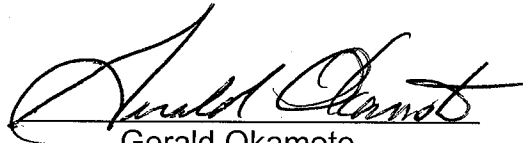
Page 3
8J.310, 8J.315, 8J.320
8J.325, 8J.330
8J.335

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.

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 JANITORS I, II, III, JANITOR SUPERVISORS I, II and JANITOR SUPERINTENDENT by the Department of Education Civil Service system.

DATE APPROVED: APR 24 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources