

PART II

DEPARTMENT OF EDUCATION
STATE OF HAWAII

8D.074
8D.076
8D.078
8D.080
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Minimum Qualification Specifications
for the Classes:

LIBRARIANS II, III, IV, V & VI

Basic Education/Experience Requirement:

Graduation from an accredited four-year college or university with a Bachelor's degree. Excess work experience as described in the experience section below, or any other progressively responsible administrative, professional or other analytical work experience, which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for the education on a year-for-year basis.

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.

Master's Degree in Library Science: Applicants who possess a master's degree in library science, or have satisfactorily completed all of the course work (except for the thesis and/or comprehensive qualifying examinations) leading to the master's degree in library science, from an accredited college or university, will be deemed to have met all the requirements for the class Librarian III.

Experience Requirements:

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

Class Title	Professional Librarian Exp (yrs) BA/BS Option	Professional Librarian Exp (yrs) MLS Option
Librarian II	1/2	0
Librarian III	1-1/2	0
Librarian IV	2-1/2*	1*
Librarian V	3-1/2**	2**
Librarian VI	4-1/2***	3***

*Some Librarian IV positions may require the ability to supervise others.

**For some positions, this experience must have involved supervising others, as described in Supervisory Experience below.

***This experience must have included one (1) year of Supervisory Experience, as described below.

Professional Librarian Experience: Progressively responsible professional experience in one or more major functional areas of librarianship (e.g. selection, acquisition, cataloging and classification of materials, collection development and maintenance, reference and readers' advisory services or development and promotion of library services), which required the application of principles, practices, knowledge, theories and tools of library science.

For the classes Librarians III, IV and V, at least one (1) year of experience must have been comparable to the next lower level in the State service. For the class Librarian VI, one (1) year of experience must have been comparable to the class Librarian V or two (2) years must have been comparable to the class Librarian IV.

Some Librarian IV positions may require the ability to supervise others. 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.

For some positions, this experience must have involved supervising others, as described in Supervisory Experience below.

This experience must have included one (1) year of Supervisory Experience, as described below.

Supervisory Experience:

Professional librarian experience which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing employees.

Non-Qualifying Experience:

Work experience in a library, bookstore or other agency or institution dealing with books, printed material and other recorded knowledge which did not involve the application of the principles, practices, knowledge, theories and tools of library science will not be acceptable. Examples of such non-qualifying experience are as follows:

1. Work in collections of fiction, recreational or other reading material where materials are not formally cataloged or classified.
2. Experience in wholesale or retail bookstore, circulating fiction and club libraries, or hospital record departments.
3. Experience as a library page, as a library attendant or as a clerical worker, even though the duties included such work as charging and discharging books or typing catalog cards or orders for books and materials.
4. Nonprofessional work in a library on a paid or volunteer basis.
5. Training in the use of libraries and library facilities such as is given in orientation courses to college freshmen.
6. Work performed as part of an internship or practicum in fulfilling educational requirements.

Substitutions Allowed:

1. Successful completion of graduate-level course work in library science from an accredited college or university may be substituted for specialized experience (but not for work experience comparable to the Librarian III or higher levels in the State service), on the basis of fifteen semester credit hours for six (6) months of Specialized Experience, up to a maximum of one (1) year.
2. A Ph.D. or doctor's degree in library science from an accredited college or university may be substituted for all of the professional library work experience required for the classes Librarians II, III and IV.

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 class LIBRARIANS II, III, IV, V & VI by the Department of Education Civil Service system.

DATE APPROVED: MAY - 1 2006

EFFECTIVE DATE: JUL - 1 2005


Gerald Okamoto
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Office of Human Resources