

PART II

DEPARTMENT OF EDUCATION
STATE OF HAWAII

8D.040
8D.041
8D.042
8D.043
8D.044
8D.045
8D.046

.....
LIBRARY ASSISTANTS II, III & IV
LIBRARY TECHNICIANS V, VI, VII & VIII

Experience Requirement:

Except for the substitutions provided for in these specifications, 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	General Exper (yrs)	Spec Exper (yrs)	Tech/Paraprof Exper (yrs)	Total Exper (yrs)
Library Asst II	1/2	0	0	1/2
Library Asst III	1	0	0	1
Library Asst IV	1	1	0	2
Library Tech V	1	2	0	3*
Library Tech VI	1	2	1	4*
Library Tech VII	1	2	2	5*
Library Tech VIII	1	2	3	6*

*For certain positions at the Library Technician V, VI and VII levels, supervisory aptitude may be required.

General Experience: Clerical work experience which demonstrated knowledge of spelling, arithmetic, the ability to read, understand and follow oral and written instructions, and compare words and numbers quickly and accurately.

For the Library Assistant III level and above, the applicant's general experience must also demonstrate knowledge of and ability to perform various clerical procedures, operate various kinds of office equipment, and deal with others in a tactful and polite manner or must have been at least comparable to the Library Assistant II class in the State service.

Specialized Experience: Progressively responsible experience in a library which involved performing various library support activities (e.g. circulation work, stack maintenance, processing orders for library materials, posting receipt of periodicals and other materials, locating and verifying bibliographic information using standard sources, etc.) and which provided knowledge and required the application of library terminology, practices, policies and procedures and understanding of the nature and organization of library materials. For the Library Technician V and above, the experience must also demonstrate knowledge and understanding of various elements related to the organization of library materials, including elements of bibliographic description, catalog card elements

LIBRARY ASSISTANT/TECHNICIAN SERIES

8D.040, 8D.041, 8D.042, 8D.043, 8D.044, 8D.045 & 8D.046

and general format, standard library tools and reference sources (e.g. Library of Congress Subject Headings, Books in Print, Reader's Guide to Periodical Literature), classification scheme(s) (e.g. Dewey Decimal, Library of Congress), and/or the nature of various types of publications and materials. For the Library Assistant IV and Library Technician V, at least one (1) year of the required experience must have been comparable to the next lower level than the one being applied for.

Technical/Paraprofessional Experience: Progressively responsible work experience which involved performing technical paraprofessional library work (e.g. copy cataloging, general reference, collection maintenance). At least one (1) year of the required experience must have been comparable to the next lower level than the one being applied for.

For certain positions at the Library Technicians V, VI and VII levels, supervisory aptitude may be required. Supervisory aptitude is required at the Library Technician VIII level. 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:Substitution of Education for Experience:

1. Graduation from high school may be substituted for the required one-half (1/2) year of General Experience.
2. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college or at a business or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines may be substituted for the one (1) year of General Experience provided the duration of the training was for a year or more.
3. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college, business or

technical school which was for a period of less than one (1) year may be substituted for General Experience on a month-for-month basis provided the training included courses in basic English, arithmetic, general clerical procedures and office machines.

4. Successful completion of one-half (1/2) a school year of substantially full-time clerical, stenographic or secretarial curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for six (6) months of General Experience.
5. Successful completion of one (1) school year (of a program of more than one [1] year in length) of substantially full-time clerical, stenographic or secretarial curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for one (1) year of General Experience.
6. Successful completion of a substantially full-time equivalent library science or technology curriculum leading to an Associate in Science or comparable degree from an accredited community college, junior college or other comparable institution, may be substituted for the General Experience or the Specialized Experience on the basis of one (1) year of such training for one (1) year of experience, up to maximum of two (2) years of General or Specialized Experience.
7. Successful completion of a substantially full-time equivalent library science or technology curriculum at an accredited community college, junior college or other comparable institution, may be substituted for the General Experience or Specialized Experience on the basis of fifteen (15) semester credits for six (6) months of General or Specialized Experience, up to a maximum of two (2) years.
8. Education in an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for experience on the basis of fifteen (15) semester hours for six (6) months of General Experience, up to a maximum of one (1) year of General Experience.
9. Applicants who possess a master's degree in library science or who have satisfactorily completed all of the coursework (except for the thesis and/or comprehensive qualifying examinations) leading to the master's degree in

library science, from an accredited college or university may substitute their education for the General, Specialized and/or Technical/Paraprofessional Experience required, up to a maximum of one (1) year of general, two (2) years Specialized and two (2) years Technical/Paraprofessional Experience.

10. Graduate level coursework in library science from an accredited college or university may be substituted for the General, Specialized and/or Technical/Paraprofessional Experience on the basis of fifteen (15) semester credits for six (6) months of experience.
11. Excess Technical/Paraprofessional Experience may be substituted for Specialized or General Experience on a month-for-month basis.
12. Excess Specialized Experience may be substituted for General Experience on a month-for-month 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

PART I
LIBRARY ASSISTANT/TECHNICIAN SERIES
8D.040, 8D.041, 8D.042, 8D.043, 8D.044, 8D.045 & 8D.046

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.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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 LIBRARY ASSISTANTS II, III & IV and LIBRARY TECHNICIANS V, VI, VII & VIII by the Department of Education Civil Service system.

DATE APPROVED: MAY 23 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources