

Minimum Qualification Specifications for the Class:

NETWORK CONTROL SUPERVISORPrerequisite Knowledge and Abilities:

Knowledge of: Operation of multiple communication network master terminals and other related equipment such as modems, data lock security devices and printers; configuration, basic operation and principles of network control systems; relationship between hardware, software and transmission lines in a system; methods to isolate, identify and clear systems of malfunctions; utilization of problem diagnosis software and hardware; job control language standards; remote entry procedures; and recovery procedures and techniques involving data communication lines and systems.

Ability to: Understand the organization, structure and services of a centralized data communication network management system which services multiple agencies and its relation to internal and external users, vendors, etc.; understand and operate various types of computer processing and monitoring hardware and software to analyze, identify and resolve network problems, and train others to recognize and solve such problems; prioritize problems and respond quickly with solutions; read and comprehend technical reference materials; establish and maintain effective working relationships; supervise the work of others.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the following statements:

General Experience: One year of progressively responsible work experience in operating electronic computers and peripheral equipment that provided knowledge of electronic computer components and peripherals and their operations, functions and interrelations; job control language; and the ability to operate central consoles and coordinate the functions of a computer system; and understand program operating sheets.

Specialized Experience: Two years of network monitoring or troubleshooting work experience which provided knowledge of components and configuration of various types of hardware, communication lines and other transmission systems, and their functions in relation to each other; use of problem resolution software and other data communications network management equipment; network access methods; and problem isolation and correction methods. At least one year of this experience must have been in a central data processing center providing services in a multiple agency network environment.

Supervisory Aptitude: Applicants for the Network Control Supervisor must possess 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 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. Successful completion of a data processing curriculum from an accredited two-year business or community college may be substituted for all of the general experience, providing that the curriculum included subjects such as the following or its equivalent: Introduction to Computer Systems, Overview of Computer Operations, Data Base Fundamentals, Networking and Data Communications, Systems and Procedures, and Mainframe Applications Development.
2. Graduation with a Bachelor's degree in Information or Computer Science from an accredited four-year college or university may substitute for all of the general experience requirements.

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. Applicants must also be able to bend, lift and pull a minimum of 45 pounds, and be able to distinguish colors. 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.

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 NETWORK CONTROL SUPERVISOR by the Department of Education Civil Service system.

DATE APPROVED: JUN - 7 2006

EFFECTIVE DATE: JUL - 1 2005


Gerald Okamoto
Assistant Superintendent
Office of Human Resources