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Minimum Qualification Specifications for the Class:

TELEVISION PRODUCTION SERVICES SUPERVISOR
(TELEVISION PROD SVCS SUPVR)

Experience Requirement:

Four years of progressively responsible studio and remote television production and direction experience which required the thorough knowledge of principles, practices and techniques of television production, including involvement in such functions as camera operation, lighting, projection, audio, switching set assembly, etc.

At least two of the required years of experience must have been within the last five years.

Substitution Allowed:

One year of training in technical television production in an accredited college above the high school level may be substituted for one year of the required experience. Such training must have provided the applicant with the knowledge and skills comparable to those gained from actual work experience in television production at a television station.

Supervisory Aptitude:

Applicants for this class must possess supervisory aptitude. Supervisory aptitude is the demonstration of potential for the performance of supervisory duties through successful completion of regular or special assignments which involved 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.

Quality of Experience:

Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. The applicant's overall experience must clearly show progression in responsibility assumed, complexity, and scope of assignments, importance of decisions made and technical abilities, i.e. the experience must have been of such scope and responsibility as to conclusively demonstrate that the applicant has the ability to efficiently perform the duties of the position.

The evaluation of the applicants' performance potentialities may be based upon information acquired through confidential inquiry of their employers or others familiar with the nature and quality of their work.

Selective Certification:

Certain situations may require that certification and selection be restricted to eligibles who possess the pertinent specialized experience and knowledge required to perform the duties of the position. In requesting selective certification, the requesting agency must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties and responsibilities of the position.

License Requirement:

Applicants will be required to possess a valid Hawaii State motor vehicle operator's license.

Other Requirements:

Due to the frequent assignments on the neighbor islands, incumbents in these positions must be willing and able to travel to the neighbor islands.

Tests:

An examination appropriate to the class will be required. For noncompetitive actions, however, this examination may be waived.

Physical Requirements:

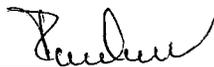
Applicants must be physically able to perform efficiently the duties of the position. Good distant vision in each eye and ability to read without strain printed material the size of typewritten characters and fine calibrations are required, glasses permitted. Applicants must also be able to distinguish basic colors. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, amputation of arm, hand, leg or foot will not disqualify an applicant for appointment if he is able to perform the duties of the position efficiently and with safety, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. Any physical condition which would cause the applicants to be a hazard to themselves or to others will disqualify them for appointment. In addition, the applicants must possess emotional and mental stability.

Persons with disabilities will be considered upon demonstration of ability to perform the required tasks or have the ability or means to compensate for their disability sufficiently to perform the job.

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 TELEVISION PRODUCTION SERVICES SUPERVISOR by the Department of Education Civil Service system.

DATE APPROVED: JAN 24 2007

EFFECTIVE DATE: JUL 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources