

Minimum Qualification Specifications
for the Classes:COMPUTER OPERATOR I, II, AND IIIExperience Requirements:

Except for the substitution provided for in this specification, applicants must have had the kind and amount of experience as shown in the following table:

Class Title	Specialized Experience	Supervisory Experience	Total Experience
Computer Operator I	1	0	1
Computer Operator II	2	0	2
Computer Operator III	3	*	3

Specialized Experience: Work experience in the operation of an electronic computer and peripheral equipment which gave the applicant the knowledge of the components of an electronic computer including peripheral equipment, and their operations and functions, job control language standards, the ability to monitor the central console and coordinate the functions of the computer system, and to read and understand program operating sheets.

Supervisory Experience: (*)For the Computer Operator III level, applicants must show possession 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 serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions 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.

Substitution of Education for Experience:

Completion of a data processing curriculum from an approved business college or community college may be substituted for the Specialized Experience on a month-for-month basis up to one year. This training must have included such subjects as

(1) introduction to computer systems; (2) console operation; (3) basic programming; (4) tape and disc operation; (5) compiler systems; and (6) systems and procedures.

Quality of Experience:

Possession of the required amount 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 responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

Selective Certification:

For some positions, applicants may be required to possess specialized knowledge and skills in a particular area or areas in order to perform the duties of the position. For such positions, applicants may be restricted to those who possess these requirements. Departments requesting selective certification must show the connection between the need for these skills and the duties of the position to be performed.

Physical Requirement:

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 Director of Human Resources.

Mental/Emotional Requirements:

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

This is an amendment to the minimum qualification specifications for the classes, COMPUTER OPERATOR I, II & III, to clarify supervisory aptitude, effective April 16, 2013.

This is an amendment to the minimum qualification specifications for the classes, COMPUTER OPERATOR I, II & III, to include the mental/emotional requirement and delete the test requirement, effective April 16, 2005.

This is the first minimum qualification specification for the classes COMPUTER OPERATOR I, II and III.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: April 16, 2013

PAUL TSUKIYAMA
Director of Human Resources