

PART II	HAWAII HEALTH SYSTEMS CORPORATION	2.935
	STATE OF HAWAII	2.936
		2.937
		2.938
	Minimum Qualification Specifications	2.939
	for the Classes:	2.940

INFORMATION TECHNOLOGY SPECIALIST I, II, III, IV, V, VI  
(INFO TECH SPCLT I, II, III, IV, V, VI,)

Education Requirement:

Bachelor's degree from an accredited four (4) year college or university.

Excess experience of the types and quality described below or any administrative, professional, analytical, technical, or other responsible work 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 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.

Experience Requirement:

Except for the substitutions provided below, applicants must have had the types of experience described in the statements immediately following, and in the amounts shown in the table below:

Class Title	Specialized Experience	Supervisory Experience	Total Experience
Information Technology Specialist I	0	0	0
Information Technology Specialist II	½	0	1/2
Information Technology Specialist III	1-1/2	0	1-1/2
Information Technology Specialist IV	2-1/2*	0	2-1/2

Information Technology Specialist V	3-1/2*	**	3-1/2
Information Technology Specialist VI	3-1/2*	1	4-1/2

Specialized Experience: Progressively responsible work experience in information technology which involved the systems analysis, design, programming, security and access management, database design and management, consulting, and/or installing and maintaining computer software applications, hardware, telecommunications, and web or network infrastructure equipment. The work must have demonstrated knowledge and understanding of information technology principles, methods, techniques and practices; computer hardware, software and peripheral equipment; and personal computer, server, mini and/or mainframe operating systems.

\*For the IT Specialist IV and higher levels, at least one year of the required specialized experience must have been at the fully competent level comparable to the IT Specialist III level.

Supervisory Experience: Work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

\*\*For the IT Specialist V level, 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.

Substitutions Allowed:

- 1) Possession of a bachelor's degree from an accredited college or university in computer science or in another major which included completion of course work comparable to a major in computer science may be substituted for six (6) months of the required Specialized Experience.
- 2) Partial completion of a master's degree program in computer science from an accredited college or university may be substituted on a month-for-month basis up to a maximum of one (1) year for the required Specialized

Experience.

- 3) Possession of a master's degree in computer science from an accredited college or university may be substituted for one and one-half (1-1/2) years of the required Specialized Experience.
- 4) Possession of a Ph.D in computer science from an accredited college or university may be substituted for two and one-half (2-1/2) years of the required Specialized Experience.
- 5) Excess staff specialist and/or supervisory experience of the types and quality described above may be substituted for specialized experience on a year-for-year basis.
- 6) Excess technician experience comparable to an Information Technology Support Technician II or higher or comparable positions may be substituted for education on a year for year 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 he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments 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.

Physical 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 Director of Human Resources 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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This is an amendment to the INFORMATION SYSTEMS SPECIALISTS SERIES, to change the titles to INFORMATION TECHNOLOGY SPECIALISTS, effective March 16, 2017.

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This is an amendment to the minimum qualification specifications for the classes, DATA PROCESSING SYSTEMS ANALYST I – VI, to change the title of the class, delete VII level, and add substitutions allowed, effective July 2, 2013.

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This is an amendment to the minimum qualification specifications for the classes, DATA PROCESSING SYSTEMS ANALYST I – VI to update the supervisory experience requirement, effective February 16, 2009.

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This is an amendment to the minimum qualification specifications for the classes, DATA PROCESSING SYSTEMS ANALYST I - VI, to include the mental/emotional requirement, effective April 16, 2005.

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This is an amendment to the minimum qualification specification for the classes DATA PROCESSING SYSTEMS ANALYST I, II, III, IV, V, VI, and VII, to clarify the education requirement of a Bachelor's degree from an accredited four (4) year college or university and to delete the test requirement, effective December 15, 2003.

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This is an amendment to the minimum qualification specification for the classes DATA PROCESSING SYSTEMS ANALYST I, II, III, IV, V, VI, and VII approved on January 6, 1971 due to incorporation of managerial levels in EMCP in accordance with Act 254, SLH 1980.

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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: March 16, 2017

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CLIFFORD B. CAESAR  
Director of Human Resources