

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	1.299
	STATE OF HAWAII	1.300
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Minimum Qualification Specifications
for the Classes:

AIRPORT INFORMATION OPERATOR I & II
(AIRPORT INFORMATION OPTR I & II)
AIRPORT INFORMATION UNIT SUPERVISOR
(AIRPORT INFORMATION UNIT SUPVR)

Basic Education/Experience Requirement

One-half (1/2) year of work experience which demonstrated knowledge of correct English grammar and usage; the ability to read, understand and apply written instructions; the ability to understand and apply oral instructions; and maintain logs. This requirement may also be met by possession of a high school diploma or equivalent.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Experience (Yrs)	Specialized Experience (Yrs)	Supervisory Experience (Yrs)	Total Experience (Yrs)
Airport Information Optr I	1	0	0	1
Airport Information Optr II	1	1	*	2
Airport Information Unit Supvr	1	1	2	4

General Experience: Experience which demonstrated that the applicant has the ability to speak clearly, and to deal effectively with people either in person or through telecommunications.

Specialized Experience: Experience in the operation of a telephone switchboard, public address system and/or a computer controlled Flight Information Display System.

Supervisory Experience: Supervisory work experience which included:
1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

*Applicants for the Airport Information Operator II level 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 of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

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. For such positions, Selective Certification Requirements may be established and 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 able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes AIRPORT INFORMATION OPERATOR I & II (AIRPORT INFORMATION OPTR I & II) and AIRPORT INFORMATION UNIT SUPERVISOR (AIRPORT INFORMATION UNIT SUPVR) which were approved on October 19, 1988.

Date Approved: 6/26/14

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