

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	4.040
	STATE OF HAWAII	4.041
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		4.043
	<u>LIBRARY ASSISTANT II, III, IV</u>	4.044
	<u>LIBRARY TECHNICIAN V, VI, VII, VIII</u>	4.045
		4.046

**Experience Requirement**

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)	Tech/Paraprofessional Experience (yrs)	Total Experience (yrs)
Library Asst II	1/2	0	0	1/2
Library Asst III	1	0	0	1
Library Asst IV	1	1	0	2
Library Tech V	1	2	0	3*
Library Tech VI	1	2	1	4*
Library Tech VII	1	2	2	5*
Library Tech VIII	1	2	3	6*

General Experience: Clerical work experience which demonstrated knowledge of spelling, arithmetic, the ability to read, understand and follow oral and written instructions, and compare words and numbers quickly and accurately.

For the Library Assistant III level and above, the applicant's general experience must also demonstrate knowledge of and ability to perform various clerical procedures, operate various kinds of office equipment, and deal with others in a tactful and polite manner; or must have been at least comparable to the Library Assistant II class in the State service.

Specialized Experience: Progressively responsible experience in a library which involved performing various library support activities (e.g., circulation work, stack maintenance, processing orders for library materials, posting receipt of periodicals and other materials, locating and verifying bibliographic information using standard sources, etc.) and which demonstrated knowledge of and required the application of library terminology, practices, policies and procedures and understanding of the nature and organization of library materials. For the Library Technician V and above, the experience must also demonstrate knowledge and understanding of various elements related to the organization of library materials, including elements of bibliographic description, catalog card elements and general format, standard library tools and reference sources (e.g., Library of Congress Subject Headings, Books in Print, Reader's Guide to Periodical

Literature), classification scheme(s) (e.g., Dewey Decimal, Library of Congress), and/or the nature of various types of publications and materials. For the Library Assistant IV and Library Technician V, at least one (1) year of the required experience must have been comparable to the next lower level than the one being applied for.

Technical/Paraprofessional Experience: Progressively responsible work experience which involved performing technical paraprofessional library work (e.g., copy cataloging, general reference, collection maintenance). At least one (1) year of the required experience must have been comparable to the next lower level than the one being applied for.

\*For certain positions at the Library Technician V, VI and VII levels, supervisory aptitude may be required. Supervisory aptitude is required at the Library Technician VIII level. 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 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.

### **Substitutions Allowed**

1. Graduation from high school, or equivalent, may be substituted for six (6) months of General Experience.
2. Successful completion of a substantially full-time clerical/office support or business technology curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college, business or technical school, which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for General Experience on the basis of fifteen (15) semester credit hours of satisfactorily completed coursework for six (6) months of experience, up to a maximum of one (1) year.
3. Successful completion of a substantially full-time library science or library technology curriculum leading to an Associate in Science, or comparable degree, at an accredited community college, junior college or comparable institution, may be substituted for General or Specialized Experience on the basis of fifteen (15) semester credit hours of satisfactorily completed coursework for six (6) months of General or Specialized Experience, up to a maximum of two (2) years.

4. Successful completion of coursework at an accredited college or university, leading to an associate or baccalaureate degree, which included courses in English composition and mathematics, may be substituted for General Experience on the basis of fifteen (15) semester credit hours of satisfactorily completed coursework for six (6) months of General Experience, up to a maximum of one (1) year.
5. Applicants who possess a master's degree in library science, or who have satisfactorily completed all of the coursework (except for the thesis and/or comprehensive qualifying examinations) leading to a master's degree in library science, from an accredited college or university, will be deemed to meet the General Experience, Specialized Experience and Technical/Paraprofessional Experience requirements for the class Library Technician VII.
6. Graduate level coursework in library science from an accredited college or university may be substituted for the General, Specialized and/or Technical/ Paraprofessional Experience on the basis of fifteen (15) semester credits for six (6) months of experience.
7. Excess Technical/Paraprofessional Experience may be substituted for Specialized or General Experience on a month-for-month basis.
8. Excess Specialized Experience may be substituted for General Experience on a month-for-month 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. 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.

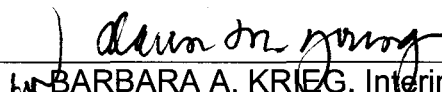
**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes LIBRARY ASSISTANT II, III, and IV; and LIBRARY TECHNICIAN V, VI, VII, and VIII, which were approved on July 12, 1991.

DATE APPROVED: 2/27/2012

  
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for BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development