# ARCHIVIST SERIES

This series includes all positions which are engaged in professional archival work in appraising, accessioning, arranging describing, preserving, publishing, or providing reference service from public records and historic documents.

## Basic Nature of the Work:

Classes in this series are found in programs which (1) provide a record of past actions of government and various aspects of society and serve as a source of information for official reference in the prosecution of the affairs of government; (2) provide historical information of value to various scholars; and (3) serve to clarify the status or rights of individuals.

Archival work is distinguished by its requirement for the application of a thorough knowledge of archival theories and principles and of the needs and methods of the scholarly community; in analyzing the values and inter-relationships of non-current records; and in making substantial value judgments in carrying out archival functions.

The major functions of archival work involve the following broad, but not mutually exclusive functions: (1) appraisal and disposition; (2) arrangement and description; (3) preservation and rehabilitation; (4) documentary publication, historical editing, and exhibit of archival materials; and (5) reference service.

Records appraisal and disposition involve the analysis and evaluation of public records to determine their continuing values in order to make judgments regarding their ultimate disposition. This function may also involve the preparation of and/or participation in the preparation of disposal schedules for non-archival records.

Archival Records Arrangement and Description involves arranging and/or rearranging records in accordance with archival principles so that the internal relationship of the records and their relationship to other groups of records is maintained, and involves determining the most appropriate type of and preparing various finding aids such as guides, inventories, lists and catalogs.

Preservation and Rehabilitation involves safeguarding archival materials from deterioration, damage or destruction, or from impairment of their value through disarrangement or alteration.

Documentary Publication, Historical Editing and the Exhibit of Archival Materials involves publicizing, either through publications or exhibits, comprehensive and/or selective archival holdings to inform scholars and/or the general public of the materials available.

Reference service involves making records and the information in or about them available in response to individual requests which may range from providing information about an explicit question to providing broad, professional research support.

Levels of Work:

Five levels of archival work have been distinguished. Two fundamental classification factors, each composed of several elements, are used to distinguish these levels of work. These factors are: (1) the nature of the assignment; and (2) the level of responsibility.

Nature of the assignment: This factor incorporates those elements of complexity inherent in the assignment which make it more difficult or less difficult to accomplish. The other components of this factor include the knowledge and skills which the archivist must possess to accomplish the work and the mental demands involved.

Professional archival work ranges in scope and complexity from the simple to the highly involved. The work is influenced by such considerations as: (1) the nature and stability of the organizational structure and functional responsibilities of the agency that produced the records; (2) the kind and quality of the information available about the evolution of the organization or functions to which the records pertain; (3) the extent to which the records are in good order or are in disarray; (4) the span of time covered by the records; (5) the age of the records; (6) the subject matter of the records; (7) the way in which the subject matter of one records unit, series or group relates to information contained in other records units, series or groups; and similar matters. These considerations, in turn, affect the breadth or depth of organizational or subject-matter knowledge which the archivist must bring to bear on the resolution of the technical archival problems presented by the assignment, and the intensity of the intellectual endeavor involved.

Level of responsibility: This factor includes consideration of the nature and extent of the supervisory control exercised over the work, the nature and extent of the archivist's responsibility for personal work contacts and for making recommendations or decisions, and similar matters. The degree of "authoritativeness" with which the work of an archivist is viewed by his agency and by the scholarly community and the extent to which his opinion is sought and given weight within his area of competence also are indicators of the level of his responsibility.

The absence of a description of a particular assignment in the class specification does not preclude allocation of such positions to that class provided that the overall nature of the assignment and level of responsibility are comparable to those described.

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This is an amendment to the Archivist Series approved on October 5, 1967 due to incorporation of managerial level in EMCP in accordance with Act 254, SLH 1980.

DATE APPROVED: 7/12/82

/s/ Clement Kamalu
DONALD BOTELHO
Director of Personnel Services

## ARCHIVIST I 4.090

Duties Summary:

Performs archival work which is narrow in scope and limited in complexity, may participate in a planned training program; and performs other duties as required.

Distinguishing Characteristics:

This is the beginning level of archival work. In most situations, this is a developmental level. Occasionally a position may be continued at this level, based on the nature of work assignments and level of responsibility.

Two types of positions are typical of this class:

Type A: Performs work which is narrow in scope and limited in complexity. Assignments typically consist of such tasks as: (1) searching for, locating and withdrawing predesignated materials from specified records series or files units; (2) drafting correspondence in response to requests for specific information which can be readily located; (3) restoring the arrangement of records in a series or files unit when the original is well described or obvious; (4) identifying and composing brief descriptions of the content of records containers; or (5) gathering background data regarding organization and function to be used by archivists of higher grade in the development of inventories, finding aids or administrative histories.

Type B: Performs duties similar to Type A positions and in addition participates in a diversified training program designed to provide: (1) orientation and training in professional archival policies, concepts, methods, techniques and procedures; (2) familiarity with patterns of arrangement, physical types, subject-matter content, available finding aids and the historic and administrative background of the record groups; (3) a knowledge of the values, uses, availability, reliability and sources of pertinent information, data or records; and (4) training in research methodology.

Work at this level is performed under close supervision in the form of specific instructions and/or well-established methods, and the position does not assume responsibility beyond the responsibility for the accurate performance of assigned duties. Initially, all assignments are performed under very close supervision. As an incumbent becomes familiar with the work, repetitive assignments may be performed without immediate supervision, but in accordance with well-established procedures.

Examples of Duties:

Searches for and withdraws materials; locates information in response to requests for specific information; restores the arrangement of records; prepares lists of materials and brief descriptions of content of record containers; assists higher level archivists as requested in preparing summaries and other tasks.

Knowledge and Abilities Required:

Knowledge of: Library research methods; report writing; and functions of government.

Ability to: Learn archival work functions and activities, and their importance; learn the organization and history of Hawaii government; deal effectively with patrons and others; speak and write clearly and concisely.

## ARCHIVIST II 4.092

Duties Summary:

Performs moderately difficult archival work; may participate in a planned training program; and performs other duties as required.

Distinguishing Characteristics:

Positions at this level are of two basic types: (a) independent workers, and (b) trainees:

Type A: Performs assignments involving records where the content of the records is generally known and the relationships among records, both within and between series, is generally clear. Offices of origin are readily identifiable and considerable background information regarding the organizations and functions of the originating office or agency is available. Assignments require a working familiarity with the content and organization of the records. Problems relate to the location of all the records pertinent to the assignment, and may require the archivist to expand or modify his field of search to be sure that the data is complete. Assignments involving the presentation of information require the archivist to exercise judgment and selectivity in identifying and determining the relative importance of pertinent documents and in abstracting or summarizing those most germane to the subject. The work typically requires the possession of a good background knowledge of the history of the State and its governmental institutions, and the ability to use this background in understanding the substance, organization and relationships of archival records.

Type B: Performs duties similar to those found in Type A positions and also performs progressively more difficult assignments which are selected to provide training in the judgmental aspects of professional archival work and in research methodology. Assignments of this type are typically somewhat limited in scope and/or complexity, but are diversified to

provide training and experience in the variety of tasks associated with archival functions.

Typically, new assignments are accompanied by a full discussion of the purpose and scope of the work and any problems which may be anticipated. Within this framework, the archivist plans the approach and determines the methods for the accomplishment of the assignment. He discusses them in detail with the supervisor, or an archivist of higher grade, before proceeding with the work. Guidance is available as questions are encountered in the course of the work. Depending on the nature of the assignment, the supervisor or other archivist may review the judgmental aspects of the work through discussions at various stages of completion. Assignments involving recurring functional activities and record groups may be performed according to previous instructions and/or established procedures. Completed work is presented in draft form and is reviewed in detail for adherence to instructions, completeness, thoroughness of research, soundness of judgment and selectivity, adequacy and appropriateness of presentation, and evidence of understanding of the requirements, concepts and techniques of professional archival work.

Personal work contacts may include contacts with archivists and others responsible for the maintenance of files and records, and with individuals who have requested reference service. Such contacts are for the purpose of obtaining and transmitting factual information.

Examples of Duties:

Searches for, locates and withdraws materials authorized for disposition; perfects or restores the arrangement of small records series and file units within series; in response to specific reference service requests, searches among a number of record groups or series within groups, selecting records and evaluating data pertinent to the subject and writing abstracts or summaries of such information; participates in preparation of preliminary inventories or similar finding aids by identifying the limits of specified component series within a record group, determining the chronological time span and volume of the series, writing brief descriptive statements of the subject-matter content and type of records included in the series; and searches records for data regarding the organization, functions and activities of the creating agency and writes reports on such data for use in compiling the administrative history of the agency.

Knowledge and Abilities Required:

In addition to knowledge and abilities required at the next lower level, must know basic elements of archival science, objectives and philosophy of archival science and Hawaii State government and organization; and be able to apply basic knowledge of archival functions and activities; deal effectively with patrons and others, and provide services in a tactful and efficient manner; and speak and write clearly and concisely.

## ARCHIVIST III 4.094

Duties Summary:

Independently performs professional archival work and assumes responsibility for the archival activities of a moderately large area of record groups or specialized work in an archival function; and performs other duties as required.

Distinguishing Characteristics:

Assignments at this level involve continuing responsibility for the performance of a variety of archival activities for a moderately large number of record groups which are related by administrative connection or by subject matter, such as the record groups of the Department of Institutions, the Department of Social Services and the Department of Health, or they may involve performing specialized work in a functional area requiring a good subject matter knowledge, such as records appraisal or reference service.

Assignments at this level typically involve records which present major problems in one or more of the following respects: (1) the subject matter of the records is complex in that it relates to one or more major topics or themes of history and may include several related topics; (2) the administrative history of the originating agency or the history of the substantive functions represented by the records is deficient in one or more aspects, thus requiring the archivist to conduct extensive or intensive research in the records and in secondary sources which may themselves be obscure, in order to establish the facts surrounding the creation of the records; (3) the organization of the records is complicated as a result of significant changes in the substantive functions or organizational or administrative structures of the originating agencies, thus obscuring the

"natural" relationships of the records, both within and across the boundaries of record series and groups.

Within the limitations imposed by the scope and objectives of the assignment which are clearly defined by the supervisor or are established by specific directives, an archivist at this level is responsible for developing working plans and blocking out the assignment. He determines approaches and techniques to be employed and makes such modifications to approaches and techniques as may be required in the course of the work. Typically, only those changes in working plans which would have the effect of modifying the scope or coverage of the assignment are discussed with the supervisor prior to implementation. However, supervisory archivists are available for consultation in the resolution of unusually difficult problems presented by the assignment. Completed work is subject to review for completeness, soundness of judgment, adequacy of presentation and similar matters, although an archivist at this level is held accountable for the professional adequacy of his work.

An archivist engaged in records appraisal work is responsible for making recommendations as to the disposition of the records under study. These recommendations are carefully reviewed for the thoroughness of the analysis and soundness of the conclusions which support the recommendations, since the records, once destroyed, cannot be replaced.

In addition to personal work contacts of the type described at lower levels, an archivist at this level establishes and maintains continuing consultative relationships with fellow archivists and others both within and outside the government. These contacts include librarians, agency records managers, and scholars and are for such purposes as: (1) maintaining current information regarding other archival work as it relates to their area of interest; (2) obtaining information regarding secondary sources of information requisite for archival studies; (3) providing information regarding the records resources in the archival collection; or (4) providing advice as to additional sources of information.

Examples of Duties:

Appraises the potential archival value of records recommended for disposal by agency records managers including: studying agency-prepared disposal lists and schedules with accompanying samples of records and reasons for disposal, determining the purposes for which the records were created, ascertaining their further informational or evidential value to the creating agency, analyzing their potential significance for

scholarly or other research, assessing the costs of archival preservation, and preparing reports setting forth recommendations regarding the preservation or disposition of the records;

Develops finding aids for archival records having the characteristics described above including: conducting research in the records and other source materials, preparing administrative histories of the creating agencies, determining the limits of series within the records groups involved, preparing descriptive and analytical statements regarding their subject-matter content, location, volume and chronological span, and supplying cross references to related sources of information;

Provides reference and research service in response to requests for information about records on specialized subjects or topics requiring the archivists to employ a good grasp of the primary subject-matter involved and of related subject matter fields, and a good knowledge of germane archival records in order to achieve complete coverage of significant archival sources; and

Analyzes and plans for the arrangement or rearrangement of records when the records present problems, or the assignment requires research as described above.

Knowledge and Abilities Required:

In addition to knowledge and abilities required at the next lower level, must know theories, objectives and techniques of archival science; and be able to apply knowledge in an efficient manner in serving patrons, assume responsibility for the area of assignment, and supervise the work of sub-professional assistants.

## ARCHIVIST IV 4.096

Duties Summary:

Supervises and participates in a major area of archival activities and services; and performs other duties as required.

Distinguishing Characteristics:

Assignments at this level involve continuing responsibility for a major area of archival services, including the supervision of professional subordinates.

Areas of responsibility are distinguished from those at preceding levels by their broader scope, greater depth of treatment, more varied subject matter, greater need for sound critical judgment, and the increasing number of considerations which must be taken into account.

Assigned areas present substantial planning problems. The magnitude of some, but not all, activities requires the archivist to segment the work, either for accomplishment as a team effort, or to reduce the assignment to component parts of manageable proportions. This requires the archivist to employ a good knowledge of the subject-matter fields involved and potential sources of documentary evidence, to anticipate the major difficulties as a part of the planning process. In those cases where the project is to be accomplished by team effort, planning is further complicated by the necessity to define precisely the scope and purpose of each segment in order to preserve the emphasis and perspective demanded of the whole.

Assignments typically require demonstrated abilities in general archival work, a good working knowledge of the administrative organization of the State government and of the classification, arrangement and substance of the archival records, and outstanding knowledge and ability in the assigned area of service.

Work at this level reflects an outstanding degree of competence and the formal assumption of responsibility for professional leadership in a major administrative or functional area. Within the framework of an assigned area of responsibility, an archivist at this level is responsible for determining and/or recommending long-range plans and is then free to set the perimeters of his studies. He is responsible for developing and modifying working plans as necessary to meet the objectives of the assignment. As at the preceding level, his completed work is subject to review for completeness, soundness of judgment, adequacy of presentation and similar matters although he is held accountable for the professional adequacy of his work.

In addition to personal work contacts of the type described at the preceding level, an archivist at this level is required to establish and maintain continuing working relationships with (1) scholars, historians and other research workers; (2) administrative and operating personnel in their worn and other State and local agencies; and (3) representatives of other public or private agencies or organizations including libraries, archives and professional societies. These contacts are for the purposes of (1) obtaining and disseminating information;

(2) initiating or conducting special studies; (3) providing technical assistance in interpreting or applying archival concepts, principles, methods, procedures and techniques; or (4) to negotiate for the transfer or disposal of records.

Examples of Duties:

Plans, directs and reviews the work of professional, technical and/or supportive personnel; supervises and participates in the provision of reference and research services; analyzes records with relation to function, background, content and use to appraise their inherent evidential or informational values, prepares reports regarding their disposition, and directs related activities; compiles and edits source material for publication; assists in planning and conducting training programs for lower level archivists.

Knowledge and Abilities Required:

In addition to knowledge and abilities required at the next lower level, must know the concepts of work, methods and techniques of the assigned major area of archival activities and services, and the principles and practices of supervision; and be able to assume responsibility for a major area of archival services and plan, organize, assign, direct and evaluate the work of others.

## ARCHIVIST V 4.098

Duties Summary:

Directs a major area of archival activity such as Records Management, and assists in planning, organizing and directing the State archival program; and performs other duties as required.

Distinguishing Characteristics:

Assignments at this level involve the full range of archival functions and services including appraisal, disposition, arrangement, description, preservation, rehabilitation, publication, exhibiting and reference services, and typically involve the entire scope of the State program. Assignments are structured to provide full assistance to the program director and involve assistance in administrative and program planning functions as well as supervision of the activities and services

of the archives.

This level represents significant supervisory and professional responsibility. An incumbent works within a framework of existing policies and procedures, but is expected to actively participate in the development and/or revision of policies, long-range plans, standards, etc. Recommendations concerning professional matters are usually not subject to technical review and are accepted as being professionally sound.

Examples of Duties:

Develops and recommends policies and procedures; manages the day-to-day operations of the archives; supervises, coordinates and integrates the work of the staff including various functional and/or subject-matter specialists, and supportive personnel; plans, supervises and participates in special projects of exceptional complexity; assists in the preparation of budgets; handles personnel matters; and supervises the maintenance of the physical facilities.

Knowledge and Abilities Required:

In addition to knowledge and abilities required at the next lower level, must know the full range of archival functions and the classification, management and substance of the archival records; and the ability to participate in administrative functions.