

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	4.090
	STATE OF HAWAII	4.092
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		4.096
	Minimum Qualification Specifications for the Classes:	4.098

ARCHIVIST I, II, III, IV and V

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree which included twelve (12) semester credit hours in one or a combination of the following: history, political science, or public administration.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional, or analytical work experience 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 with coursework in the fields of study indicated above, may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope and level and quality as to assure the possession of comparable knowledge, skills and abilities.

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 Requirements:

Except for the substitutions provided for below, applicants must have had experience of the kind and quality described in the statements below and in the amounts shown in the table below, or any equivalent combination of training and experience.

Class Title	Specialized Experience (Years)	Supervisory Experience (Years)	Total (Years)
Archivist I	0	0	0
Archivist II	1/2	0	1/2
Archivist III	1-1/2	0	1-1/2
Archivist IV	2-1/2	*	2-1/2
Archivist V	2-1/2	1**	3-1/2

Specialized Experience: Progressively responsible experience in one or a combination of the fields described below:

- A. Professional archival work experience dealing with non-current public records, documents, and historical records. Examples of qualifying

archival work experience include, records appraisal; development of guides and finding aids for public records; planning and/or supervising documentary publication programs involving archival materials; planning the protection of records from physical damage, or planning and supervising rehabilitation measures for those damages; and assessing records and planning their placement to facilitate reference services.

- B. Professional library work experience maintaining an efficient reference service dealing with the fields of history, government documents and records, political science, public administration, or law.
- C. Progressively responsible experience formulating, installing, revising, or supervising a system of governmental records management. Governmental records management is concerned with the efficient and economical development of active records to meet the current operating needs of a governmental agency or organization. Examples of duties in this field are: analyzing records to determine their current and long-term value from the standpoint of agency needs and operations; developing and implementing policies, procedures, methods and schedules for the systematic retention, transfer, and disposal of records; developing methods and systems for identifying records to be preserved because of their permanent value; and scheduling the transferal of non-current records for archival custody.

For the Archivist IV level, at least one (1) year of experience must have been comparable to the Archivist III level in the State service. For the Archivist V level, at least one (1) year of experience must have been comparable to the Archivist IV level, or at least two (2) years of experience must have been comparable to the Archivist III level in the State service.

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.

*For the Archivist IV level, applicants 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 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.

**For the Archivist V level, applicants must also possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; providing staff

advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

1. Possession of a master's degree from an accredited college or university in history, political science, library science or public administration may be substituted for one (1) year of the Specialized Experience and for the Basic Education Requirement.
2. Possession of a law degree (JD) from a school of law accredited by a nationally recognized specialized accrediting body (or coursework deemed comparable by a nationally recognized specialized accrediting body), may be substituted for one (1) year of the Specialized Experience and for the Basic Education Requirement.

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:

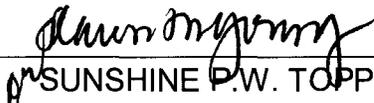
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

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

This is an amendment to the minimum qualification specification for the classes ARCHIVIST I, II, III, IV and V, approved on May 22, 2006.

DATE APPROVED: JUN 08 2011



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