

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	7.606
	STATE OF HAWAII	7.607
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	Minimum Qualification Specifications	7.610
	for the Classes:	7.611
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DRAFTING AID II
DRAFTING TECHNICIAN III, IV, V, VI, VII, and VIII

Education Requirement

Graduation from high school or equivalent, with courses in mathematics and mechanical drawing.

Excess experience of the type and quality described below, or any responsible experience demonstrating analytical or drawing skill may be substituted for education on a year-for-year basis.

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	Drafting Experience (years)	Supervisory Experience (years)	Total Experience (years)
Drafting Aid II	0	0	0
Drafting Technician III	1	0	1
Drafting Technician IV	2	0	2
Drafting Technician V	3	0	3
Drafting Technician VI	5	0	5
Drafting Technician VII	6	*	6
Drafting Technician VIII	6	1	7

Drafting Experience: Experience in preparing detailed architectural, engineering, and/or cartographic drawings from designs and sketches, which included: 1) the layout and drawings of finished plans; and 2) computation in the preparation of scaled drawings.

For the Drafting Technician III and IV levels, experience performing simple, routine drafting work may be considered as qualifying provided the experience demonstrates that the applicant possesses knowledge of algebra, geometry, trigonometry, nomenclature and conventional symbols of drafting, and basic drafting

techniques; and the ability to use standard drafting instruments and equipment properly, and solve simple mathematical problems.

Supervisory Experience: Work experience supervising drafting personnel, 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 VII 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 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.

Substitutions Allowed

Successful completion of a course of study in Engineering Technology at an accredited community college may be substituted for one (1) year of the required Drafting Experience.

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.

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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

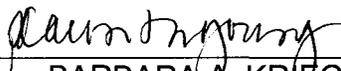
Applicants may be required to qualify on an appropriate examination.

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 DRAFTING AID II and DRAFTING TECHNICIAN III, IV, V, VI, VII and VIII, which were approved on March 17, 1969.

DATE APPROVED: 11/19/12



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