

# Minimum Qualifications Templates for Non-Information Technology (IT) APT Positions and Information Technology (IT) APT Positions

(Revised September 2023)

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## Minimum Qualifications Templates for Non-IT APT Positions

### Band A

#### Minimum Qualifications

##### Education and Professional Work Experience

- Possession of a baccalaureate degree in \_\_\_\_\_ or related field and \_\_\_ year(s) of progressively responsible professional experience with responsibilities for \_\_\_\_\_; or any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

##### Knowledge, Skills and Abilities

- Functional knowledge of principles, practices and techniques in the area of \_\_\_\_\_ demonstrated by knowledge, understanding and ability to apply concepts, terminology.
- Functional knowledge and understanding of principles, theories, federal and state laws, rules, regulations and systems associated with \_\_\_\_\_.
- Demonstrated ability to recognize problems, identify possible causes and resolve the full range problems that may commonly occur in the area of \_\_\_\_\_.
- Demonstrated ability to understand oral and written documentation, write reports and procedures, and communicate effectively in a variety of situations.
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team members and individuals.
- Demonstrated ability to operate a personal computer, apply word processing software, and [if applicable, add additional software].

#### Supplemental Minimum Qualifications

- Add relevant minimum qualifications

#### Desirable Qualifications

- Add relevant desirable qualifications

## **Band B**

### **Minimum Qualifications**

#### **Education and Professional Work Experience**

- Possession of a baccalaureate degree in \_\_\_\_\_ or related field and \_\_\_\_ year(s) of progressively responsible professional experience with responsibilities for \_\_\_\_\_; or any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

#### **Knowledge, Skills and Abilities**

- Considerable working knowledge of principles, practices and techniques in the area of \_\_\_\_\_ as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
- Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with \_\_\_\_\_.
- Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
- Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
- Demonstrated ability to operate a personal computer, apply word processing software, and [if applicable, add additional software].
- If applicable, for supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.

#### **Supplemental Minimum Qualifications**

- Add relevant minimum qualifications

#### **Desirable Qualifications**

- Add relevant desirable qualifications

## Band C

### Basic Minimum Qualifications:

#### Education and Professional Work Experience

- Possession of a baccalaureate degree in \_\_\_\_\_, or related field and \_\_\_\_ year(s) of progressively responsible professional experience with responsibilities for \_\_\_\_\_; or any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

#### Knowledge, Skills and Abilities

- Advanced and comprehensive knowledge and understanding of a wide range of developing and emerging concepts, principles and methodologies in the area of \_\_\_\_\_.
- Comprehensive knowledge and understanding of a wide range of principles, theories, federal and state laws and systems associated with \_\_\_\_\_.
- Demonstrated ability to understand problems from a broad interactive perspective and use reasoning to discern underlying principles and issues when problem solving, and apply creative thinking to resolve problems in new and innovative approaches.
- Demonstrated written and verbal competence in presenting ideas, concepts and models clearly using persuasion and negotiation to build consensus and cooperation.
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
- Demonstrated ability to operate a personal computer, apply word processing software, and [if applicable, add additional software].
- For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.

#### Supplemental Minimum Qualifications

- Add relevant minimum qualifications

#### Desirable Qualifications

- Add relevant desirable qualifications

## **Band D**

### **Minimum Qualifications**

#### **Education and Professional Work Experience**

- Possession of a baccalaureate degree in \_\_\_\_\_ or related field and \_\_\_\_ year(s) of progressively responsible professional experience with responsibilities for \_\_\_\_\_; or any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

#### **Knowledge, Skills and Abilities**

- Extensive knowledge of innovative and state-of-the-art principles, concepts, emerging theories, the current federal and state laws and associated rules, regulations and interpretations and systems associated with \_\_\_\_\_.
- Demonstrated ability to develop short- and long-term plans of actions, understand problems from a broad perspective, use creative reasoning to discern broad underlying principles and issues when problem solving.
- Demonstrated written and verbal mastery in presenting ideas, theories, issues and models clearly and accurately using persuasion and negotiation to build consensus and cooperation and provide long-term direction and leadership.
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups and individuals.
- Demonstrated ability to operate a personal computer, apply word processing software, and [if applicable, add additional software].
- For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.

#### **Supplemental Minimum Qualifications**

- Add relevant minimum qualifications

#### **Desirable Qualifications**

- Add relevant desirable qualifications

# Minimum Qualifications Templates for IT APT Positions

## Band A

### Minimum Qualifications

#### Education and Professional Work Experience

- Possession of a pertinent baccalaureate educational degree in \_\_\_\_\_ and \_\_\_ years of progressively responsible professional information technology experience with responsibilities for \_\_\_\_\_, or any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

#### Knowledge, Skills and Abilities

- Functional knowledge of \_\_\_\_\_ demonstrated by knowledge, understanding and ability to apply principles, concepts, methodology and terminology.
- Functional knowledge and understanding of technology, systems, hardware and software associated with \_\_\_\_\_.
- Demonstrated ability to recognize problems, identify possible causes and resolve routine problems in the area of \_\_\_\_\_.
- Demonstrated ability to understand oral and written documentation, write reports and procedures, and communicate effectively in a variety of situations.
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team members and individuals.

### Supplemental Minimum Qualifications

- Add relevant minimum qualifications

### Desirable Qualifications

- Add relevant desirable qualifications

## **Band B**

### **Minimum Qualifications**

#### **Education and Professional Work Experience**

- Possession of a pertinent baccalaureate educational degree in \_\_\_\_\_ and \_\_\_\_ years of progressively responsible professional information technology experience with responsibilities for \_\_\_\_\_, of which 2 years of the experience must have been comparable in scope and complexity to the next lower payband in the University of Hawai'i broadband system; or any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

#### **Knowledge, Skills and Abilities**

- Considerable working knowledge of \_\_\_\_\_ as demonstrated by the broad knowledge and understanding of the full range of pertinent standard and evolving information technology concepts, principles and methodologies.
- Considerable working knowledge and understanding of the broad technology, systems, hardware and software associated with \_\_\_\_\_.
- Demonstrated ability to recognize a wide range of intricate problems, use reasoning and logic to determine accurate causes, and apply principles and practices to determine, evaluate, integrate, and implement practical and thorough solutions in an effective and timely manner.
- Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
- If applicable, for supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.

#### **Supplemental Minimum Qualifications**

- Add relevant minimum qualifications

#### **Desirable Qualifications**

- Add relevant desirable qualifications

## **Band C**

### **Minimum Qualifications**

#### **Education and Professional Work Experience**

- Possession of a pertinent baccalaureate educational degree in \_\_\_\_\_ and \_\_\_ years of progressively responsible professional information technology experience with responsibilities for \_\_\_\_\_, of which 2 years of the experience must have been comparable in scope and complexity to the next lower payband in the University of Hawai'i broadband system; or any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

#### **Knowledge, Skills and Abilities**

- Advanced and comprehensive knowledge and understanding of a wide range of developing and emerging information technology concepts, principles and methodologies in the area of \_\_\_\_\_.
- Comprehensive knowledge and understanding of a wide range of interactive and integrated technology, systems, hardware and software associated with \_\_\_\_\_.
- Demonstrated ability to understand problems from a broad interactive perspective and use reasoning to discern underlying principles and issues when problem solving, and apply creative thinking to resolve problems in new and innovative approaches.
- Demonstrated written and verbal competence in presenting ideas, concepts and models clearly using persuasion and negotiation to build consensus and cooperation.
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
- For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.

#### **Supplemental Minimum Qualifications**

- Add relevant minimum qualifications

#### **Desirable Qualifications**

- Add relevant desirable qualifications

## **Band D**

### **Minimum Qualifications**

#### **Education and Professional Work Experience**

- Possession of a pertinent baccalaureate educational degree in \_\_\_\_\_ or related field and \_\_\_\_ years of progressively responsible professional information technology experience with responsibilities for \_\_\_\_\_, of which 4 years of the experience must have been comparable in scope and complexity to the next lower payband in the University of Hawai'i broadband system; or any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

#### **Knowledge, Skills and Abilities**

- Extensive knowledge of innovative and state-of-the-art principles, concepts, emerging theories, the current federal and state laws and associated rules, regulations and interpretations and systems associated with \_\_\_\_\_.
- Extensive knowledge of innovative, emerging and state-of-the-art principles, concepts and technology associated with \_\_\_\_\_.
- Demonstrated ability to develop short- and long-term plans of actions, understand problems from a broad perspective, use creative reasoning to discern broad underlying principles and issues when problem solving.
- Demonstrated written and verbal mastery in presenting ideas, theories, issues and models clearly and accurately using persuasion and negotiation to build consensus and cooperation and provide long-term direction and leadership.
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups and individuals.
- For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.

### **Supplemental Minimum Qualifications**

- Add relevant minimum qualifications

### **Desirable Qualifications**

- Add relevant desirable qualifications