

DEPARTMENT OF EDUCATION  
STATE OF HAWAII  
CIVIL SERVICE

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Class Specifications for the:

AUTOMATED SYSTEMS EQUIPMENT TECHNICIAN SERIES  
(AUTOMATED SYSTS EQUIP TECH I AND II)

**Duties Summary:**

This series performs the full range of technical work on electronic and electromechanical automated systems and the associated equipment for the Department's various telecommunications networks.

**Distinguishing Characteristics:**

These classes reflect responsibility for performing the full range of technical work in the installation, testing, maintenance, troubleshooting, and repair of electronic and electromechanical automated systems and the associated equipment, including the cable network infrastructure, electronic interconnecting equipment, and remote site peripheral equipment. Examples of automated systems and its associated equipment include data communication systems and associated peripheral equipment (such as terminals, microcomputers, monitors, keyboards, printers, and bar code reading devices), local area network systems and associated equipment (such as fiber optic cables, cable connectors, patch panels, hubs, switches, and concentrators), and other automated systems and associated equipment. The work involves identifying and replacing defective chips, malfunctioning circuit boards, circuits, and other electronic and solid-state components; installing modems, multiplexors, cable networks, and related data communications equipment; and is performed in accordance with specifications and documents provided by equipment manufacturers.

**Level Standards:**

Level I: This class reflects the journey-worker level responsible for independently performing the full range of technical work in the installation, testing, maintenance, troubleshooting, and repair of electronic and electromechanical automated systems and associated equipment under general supervision.

Level II: This is the working supervisory level, which supervises and participates in performing the full range of technical work in the installation, testing, maintenance, troubleshooting, and repair of electronic and electromechanical automated systems and associated equipment.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning duties that are logical for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Reads and interprets manufacturers' specifications and diagrams of electronic circuits.
2. Uses hand tools and testing devices such as oscilloscope, multimeter, data analyzer, and voltmeter when installing, repairing, testing, and adjusting cable networks, interconnecting equipment, and remote site peripheral equipment for automated systems.
3. Designs equipment layout and determines cabling requirements when installing new equipment and systems.
4. Operates remote site computer peripheral equipment to locate, diagnose, and correct malfunctions and to test equipment for proper operation.
5. Makes field and shop repairs, including identifying and repairing malfunctioning chips and circuits.
6. Installs, tests, maintains, troubleshoots, and repairs telephone systems and associated equipment (such as backbone and horizontal cables, telephone sets, and electronic key systems).
7. Trains users of automated systems equipment to recognize malfunctions and to contact proper sources for repair.
8. Operates, repairs, and maintains various automated systems equipment.
9. Recommends purchase of new or improved electronic testing instruments and equipment.
10. Maintains inventory of and procures parts for maintenance and repairs.
11. Sets up remote site computer peripheral equipment for demonstration purposes.
12. May install, test, maintain, troubleshoot, and repair closed-circuit television systems and associated equipment (such as secondary wideband amplifiers, modulators, attenuators, and equalizers), alarm/monitoring systems, and associated equipment (such as microprocessors and electronic time controllers).
13. Travels to other islands as necessary to provide technical support and assistance.

In addition, the class Automated Systems Equipment Technician II plans, lays out, assigns, and participates in the above-mentioned duties; estimates materials, time, and costs to perform various jobs; and reviews and evaluates the work of subordinates.

**Knowledge and Abilities Required:**

Knowledge of: Electricity and electronics theory; practices, tools, equipment, and materials used in electrical and electronics repair and maintenance; schematic diagrams, flow charts and related manufacturers' specifications; electrical and electronic work hazards and safety practices; and operating principles of testing equipment.

Ability to: Read and interpret schematic diagrams, flow charts, and related manufacturers' specifications; use proper tools and testing equipment such as oscilloscopes, multimeters, data analyzers, and voltmeters in the maintenance, testing, and repair of automated systems and the associated interconnecting and peripheral equipment; and repair, maintain, and modify electromechanical and electronic equipment.

In addition, the class Automated Systems Equipment Technician II requires the ability to plan, lay out, assign, review, and evaluate the work of subordinates; estimate material, time, and costs; and work effectively with others.

**Minimum Qualification Requirements:**

**Experience Requirements:** (Except for the specified substitutions, applicants must have progressively responsible work experience of the kind, quality, and quantity described or any equivalent combination of training and experience, as applicable.)

Class Title	Specialized Experience (Yrs)	Supervisory Experience (Yrs)	Total Experience (Yrs)
Automated Systems Equip Tech I	2-1/2		2-1/2
Automated Systems Equip Tech II	3-1/2	*	3-1/2

**Specialized Experience:** Work experience in testing, maintaining, and repairing a variety of electronic and electromechanical equipment.

For the class Automated Systems Equipment Technician I, at least one-half (½) year of the Specialized Experience required must be at the fully proficient, independent diagnostic and repair worker level.

For the class Automated Systems Equipment Technician II, at least one (1) year of the Specialized Experience required must have been comparable to the class Automated Systems Equipment Technician I in State service.

**\*Supervisory Aptitude:** For the class Automated Systems Equipment Technician II, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of potential to perform supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects, serving as a group or team leader or in similar work opportunities that demonstrated supervisory capabilities exist, completing training courses in supervision accompanied by application of supervisory skills in work assignments, or favorable appraisals by a supervisor indicating the possession of supervisory potential.

**Substitution Allowed:**

Technical training in electronics at an accredited institute or college above the high school level may be substituted for the Specialized Experience requirement on a year-for-year basis up to a maximum of two (2) years.

**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 the applicant can perform the duties of the position.

**License Requirement:**

Applicants must possess a valid license to drive in the State of Hawaii.

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.

Organizations 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 Requirement:

Lift and carry objects weighing up to fifty (50) pounds unassisted and one hundred (100) pounds assisted by another person and/or use of equipment (e.g., hoisting equipment, hand truck).

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

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This is an amendment to the class specifications and minimum qualification specifications for the series AUTOMATED SYSTEMS EQUIPMENT TECHNICIAN I-II that was approved on December 15, 2005.

SIGNED DATE: 08/19/2025

EFFECTIVE DATE: 07/01/2025

  
Sean Bacon (Aug 19, 2025 12:05:40 HST)

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Office of Talent Management