

Minimum Qualification Specifications  
for the Class:

SCOREBOARD SUPERVISOR

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

General Experience: Two (2) years of progressively responsible administrative or professional work experience which demonstrated the ability to read and interpret complex written material, interact with others in the establishment of effective working relationships, solve complex problems logically and systematically, keep operating records and write reports, and speak effectively.

Specialized Experience: Two (2) years of work experience in the programming and operation of a small electronic computer and associated peripheral equipment such as video cameras and recorders, teletype, etc. Such experience must have demonstrated the applicant's ability to understand and implement established instructions for computers using operating manuals.

Supervisory Aptitude: 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**

1. Successful completion of course work at an accredited college or university may be substituted for General Experience on the basis of fifteen (15) semester credit hours for six (6) months of General Experience.

2. Successful completion of data processing course work from an approved business college, community college or other approved training program may be substituted for Specialized Experience on the basis of fifteen (15) semester credit hours for six (6) months of Specialized Experience up to a maximum of one (1) year. To be acceptable, this training must have included such subjects as introduction to computer systems; computer console operations; basic computer programming; and computer systems and procedures.
3. Excess Specialized Experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.

### **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 functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the class SCOREBOARD SUPERVISOR, which were approved on January 03, 1978.

Date Approved: 11/12/14

*Lisa M. Y. Adams*  
for CINDY S. INOUE, Interim Director  
Department of Human Resources Development