

Minimum Qualification Specifications
for the Class:

CIP ASSISTANT

Experience Requirements

Applicants must have had progressively responsible experience of the type and qualify described below and in the amounts shown below, or any equivalent combination of training and experience.

General Experience

Three (3) years of responsible work experience in reviewing program allotment and advertising requests for accuracy of data, adequacy of justification, and for conformance with administrative procedures and requirements. Such experience must have demonstrated knowledge of laws, rules and regulations and procedures relating to the specific program, office practices and procedures, and grammar, spelling and word usage; and the ability to review and evaluate program allotments and advertising requests, by checking for arithmetical accuracy, completeness of form, coding and consistency of information, speak and write effectively, work effectively with others, and review the clerical work of others.

Specialized Experience

One (1) year of work experience as described in the general experience which demonstrated knowledge of laws, rules and regulations and procedures relating to the capital improvements program; and the ability to review and evaluate capital improvements program allotments and advertising requests, individual project proposals, project status comments for adequacy of justification, draft allotments and advertising memos in conformance with administrative procedures and requirements, and learn engineering and other terminology common to the work.

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

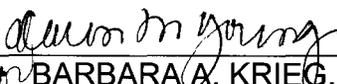
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

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

This is an amendment to the minimum qualification specifications for the class CIP ASSISTANT, which were approved on June 21, 1976.

DATE APPROVED: 5/21/2012



BARBARA A. KRIEG, Director
Department of Human Resources Development