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Minimum Qualification Specifications
for the Class:

FOREIGN-TRADE ZONE OPERATIONS SUPERVISOR I
(FTZ OPERATIONS SUPERVISOR I)

Experience Requirement

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 clerical or higher level experience in one or a combination of the areas described below:

- A. Purchasing of materials, supplies and equipment through informal open market methods such as directly contacting sources of supplies to acquire needed goods and services; or formal competitive bid procedures involving the preparation of specification, advertising for formal preparation of specification, advertising for formal bids, analysis and evaluation of bids received, and awarding of contracts. Such experience must have provided a general knowledge of regular business and trade practices such as value and use of variety of goods, selling terms and conditions, discounts, delivery schedules, packing and packaging practices, and practices and procedures of requisitioning, purchasing, receiving and storing material and supplies.
- B. Supply activities such as inventory management, supply cataloging, property utilization and/or distribution and storage. The experience must have provided the applicant with a general knowledge of a variety of commodities, supplies and equipment; inventory record keeping; methods of handling materials, supplies and equipment; and method of techniques involving the receipt, storage and distribution of supplies.
- C. Surplus property activities which involved the examination, classification, segregation, redistribution and utilization, sale, donations, abandonment, or other disposal of excess or surplus property. This experience must have provided a general knowledge of business or trade practices such as values and uses of commodities, merchandising methods, inventory record keeping, practices and procedures for receiving, storing and distributing surplus property.

- D. Retail or wholesale business operation experience, which involved dealing with commodities originating in and/or destined to foreign countries. The experience must have involved or provided opportunities to become familiar with activities such as purchasing, fiscal record keeping, inventory control and related functions which provided the applicant with a broad general knowledge of trade practices such as value and uses of commodities, merchandising methods, packaging techniques, tariff, U.S. customs regulations, storage operations, safety, security and damage control techniques and fiscal record keeping.
- E. Experience in fields related to supply, purchasing, and storage and which provided the applicant with knowledge of business and trade practices such as value and uses of a variety of commodities; basic packing practices; requisition practices; inventory record keeping; purchasing practices and storage operations.

Specialized Experience: One (1) year of responsible experience in large warehouses or storage areas which involved the physical receipt, orderly storage, protection and release or shipment of merchandise. Such experience must have involved active participation or responsibility for planning, organizing and coordinating the work involved in the operations of such storage areas. This experience must have provided the applicant with a knowledge of warehouse operations such as cargo handling methods, procedures and methods of cargo documentation, space layout practices, inventory record keeping practices and procedures, protective and preservation measures and methods, cargo handling equipment and materials, security measures, wide variety of commodities, packing practices, and basic arithmetic and ability to meet and deal effectively with others, analyze terminal space data and determine storage requirements, interpret and explain written material, and improve work procedures and methods.

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.

Non-Qualifying Experience

Experience such as a sales clerk, check out cashier or other work which did not provide the applicant with the knowledge specified above in the General Experience.

Also, experience limited only to a small phase of the operation, such as an accountant or office manager, which did not involve responsibilities beyond his/her immediate specialty will not be considered qualifying General Experience. Experience as a clerk or equipment operator in a warehouse or storage areas which involve performing the clerical operations or the physical handling of stock but which did not involve active participation or responsibility for the planning, organizing and coordinating such storage areas will not be considered qualifying Specialized Experience.

Substitutions Allowed

1. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.
2. Successful completion of study leading to a bachelor's or higher degree in marketing, international trade or finance, merchandising, logistics management and other fields related to foreign trade or commerce may be substituted for a maximum of two (2) years of General Experience and one-half (1/2) year of Specialized Experience. Applicants who have not graduated may receive partial credit toward General Experience on the basis of fifteen (15) semester credit hours of which at least three (3) semester credit hours are in the study fields indicated above and which provide knowledge pertinent to the General Experience, for each one-half (1/2) year of General Experience up to a maximum of two (2) years of General Experience. Partial credit towards Specialized Experience may be given on the basis of fifteen (15) semester credit hours of which at least six (6) semester credit hours are in the field of foreign trade or logistics management, for a maximum of one-half (1/2) year Specialized 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.

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 FOREIGN-TRADE ZONE OPERATIONS SUPERVISOR I which were approved on September 12, 1979.

Date Approved: 12/31/15

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