

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.121
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Minimum Qualification Specifications
for the Classes:

ADMINISTRATIVE SPECIALIST III & IV/ADMINISTRATIVE OFFICER V & VI
(ADM SPCLT III & IV/ADM OFFCR V & VI)

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must possess experience of the quality and quantity described below, or any equivalent combination of training and experience.

Class Title	Specialized Experience (Yrs)	Supervisory Experience (Yrs)	Total Experience (Yrs)
Administrative Specialist III	1½	0	1½
Administrative Specialist IV	2½	0	2½
Administrative Officer V	3½	0	3½
Administrative Officer VI	4½	*	4½

Specialized Experience: Business administration, public administration or other responsible professional experience which required a high degree of analytical skill (e.g., operations management, business analyst, budget/fiscal analyst, etc.) and which involved evaluating and improving elements such as managerial policies, systems, work methods and practices, personnel needs and utilization, and quality of services rendered, of an operating program.

*Supervisory Aptitude: 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 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

A master's degree in public administration, business administration or management from an accredited college or university may be substituted for one (1) year of the required 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 duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes PUBLIC HEALTH ADMINISTRATIVE OFFICER (PUBLIC HLTH ADM OFFCR) III, IV, V and VI, which were approved on September 29, 2014, and a change in class title to ADMINISTRATIVE SPECIALIST III & IV/ADMINISTRATIVE OFFICER V & VI.

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