

Minimum Qualification Specifications
for the Class:

WASTEWATER TREATMENT WORKS GRANTS MANAGEMENT SPECIALIST IV
(WTW GRANTS MANAGEMENT SPCLT IV)

Basic Education Requirements:

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

Excess work experience as described under Experience Requirements, 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:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described below, or any equivalent combination of training and experience.

General Experience: One and one-half (1 1/2) years of professional or other responsible analytical work which involved gathering, evaluating and analyzing facts and other pertinent information to resolve problems and/or to determine and recommend appropriate courses of action. The experience must have demonstrated the ability to elicit information orally as well as in writing, apply problem-solving methods and techniques, read and comprehend complex material such as State statutes, contracts and/or Federal regulations, exercise a high degree of judgment in applying and interpreting rules, regulations, policies and procedures and draft comprehensive reports of findings and recommendations.

Grants Management Experience: One (1) year of responsible work experience in applying for, monitoring, evaluating, and/or administering Federal grants. Such

experience must have demonstrated that the applicant is familiar with, and possesses knowledge of Federal and other requirements as applied to grants management.

Substitutions Allowed:

1. A master's degree from an accredited college or university may be substituted for one (1) year of General Experience.
2. A Ph.D. degree from an accredited college or university may be substituted for all of the General 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:

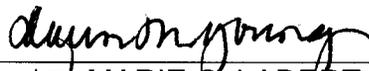
Applicants may be required to qualify on an appropriate examination.

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 specification for the class WASTEWATER TREATMENT WORKS GRANTS MANAGEMENT SPECIALIST IV (WTW GRANTS MANAGEMENT SPCLT IV) that was approved on December 23, 1985.

DATE APPROVED: 6/10/2010


for MARIE C. LADERTA
Director of Human Resources Development