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Minimum Qualification Specifications
for the Class:

BOATING SAFETY EDUCATION SPECIALIST
(BOATING SAFETY EDN SPCLT)

Prerequisite Knowledge and Abilities Required

Knowledge of: Basic education/training methods and techniques; methods and techniques in the development of curricula and training aids; public speaking; research methods and techniques; and report writing.

Ability to: Plan, develop and coordinate informational and educational programs and activities; develop informational and educational materials and training aids; compile and organize information; communicate both orally and in writing; read, comprehend and interpret various written material; and establish and maintain effective working relationships with others.

Basic Education Requirement:

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 kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

General Experience: One (1) year of progressively responsible professional work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend

appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, identify problems and alternative solutions, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Training/Education Experience: One and one-half (1-1/2) years of professional work experience which involved responsible participation in a program of training or education as an instructor, or other comparable professional position; or work experience in a staff position associated with the administrative or managerial process of such a program. Such experience must have involved and demonstrated knowledge of basic education or training methods and techniques, and the ability to communicate effectively, orally and in writing, including speaking before groups.

Substitutions Allowed

1. A master's degree or thirty (30) graduate semester credits or its equivalent from an accredited college or university may be substituted for the one (1) year of the General Experience.
2. A bachelor's degree in education or professional diploma in education from an accredited college or university may be substituted for one-half (1/2) year of the required Training/Education Experience.
3. A master's or Ph.D. degree in education from an accredited college or university which provided knowledge of education and training methods and techniques may be substituted for the one (1) year of General Experience or one-half (1/2) year of the Training/Education Experience.
4. A full-time teaching internship of at least one semester which involved developing educational lesson plans, providing instruction to students, assessing students' progress and modifying educational plans to address level of students' progress may be substituted for additional Training/Education Experience on the basis of one semester of full-time post-baccalaureate internship for one-half (1/2) year of Training/Education Experience, provided that such experience involved and demonstrated knowledge of education and training methods and techniques.
5. Excess Training/Education Experience may be substituted for the General Experience on a month-for-month 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.

Desirable Qualifications

Work experience in a boating safety program; and personal experience in boating recreation activities.

This is an amendment to the minimum qualification specifications for the class, BOATING SAFETY EDUCATION SPECIALIST (BOATING SAFETY EDN SPCLT) which were approved on June 18, 1998.

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