

Minimum Qualification Specifications  
for the Class:

CIVIL DEFENSE TRAINING OFFICER

**Basic Education Requirements**

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

Excess work experience as described under the Experience Requirements section, 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 have had experience of the kind, quality and quantity described in the following paragraphs, 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, apply problem-solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Training/Education Experience: Two and one-half (2-1/2) years of professional work experience which involved the development and implementation of training and/or education programs. Such experience must have demonstrated knowledge of basic education and 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 credit hours from an accredited college or university may be substituted for one (1) year of General Experience.
2. A bachelor's degree in education or professional diploma in education from an accredited college or university may be substituted for six (6) months of the Training/Education Experience.
3. A master's degree in education from an accredited college or university which provided knowledge of education and training methods and techniques may be substituted for one (1) year of the General Experience or one (1) year of the Training/Education Experience.
4. A 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 one (1) year of the General Experience or one (1) year of the Training/Education Experience.
5. 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 six (6) months of Training/Education Experience, provided that such experience involved and demonstrated knowledge of education and training methods and techniques.
6. 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**

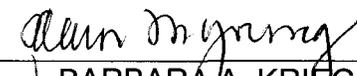
Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

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

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This is an amendment to the minimum qualification specifications for the class CIVIL DEFENSE TRAINING OFFICER which were approved on January 21, 1994.

DATE APPROVED: 10/9/13

  
pw BARBARA A. KRIEG, Director  
Department of Human Resources Development