

Minimum Qualification Specifications  
for the Class:

HIGHWAY SAFETY SPECIALIST

**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 have had progressively responsible experience of the kind, quality and quantity described in the statements below, or any equivalent combination of training and experience:

Three (3) years of progressively responsible experience in one or a combination of the following:

1. Experience engaged in substantive program analysis, planning and coordinating organizational activities; viz., participation in policy determination, responsibility for interpretation and application of overall policy, responsibility for implementation of programs, and responsibility for determining the methods of operation;
2. Experience in information research and dissemination which included the responsibility for planning and coordinating a program to disseminate information about the activities or plans of the organization to the general public;

3. Experience as a professional engineer engaged in a highway safety program which required a high degree of professional skill in the solution of highway traffic safety problems.

In any case, the experience must conclusively demonstrate that the applicant possesses the ability to establish and maintain good rapport and public relations.

### **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.

### **Test**

Applicants may be required to qualify on an appropriate examination.

### **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.

### **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.

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This is an amendment to the minimum qualification specifications for the class HIGHWAY SAFETY SPECIALIST, which were approved on December 19, 1969.

PART II  
HIGHWAY SAFETY SPECIALIST

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