



Minimum Qualification Specifications
for the Class:

ALCOHOLISM TRAINING COORDINATOR
(ALCOHOLISM TRAINING COORD)

Basic Education/Experience Requirement

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

Excess work experience as described under the General and/or 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 amounts described below, or any equivalent combination of training and experience.

General Experience: One and one-half (1-1/2) years of work experience which involved responsible participation in a program of training or education, as an instructor, counselor or other comparable professional position; or work experience in a professional staff position associated with the administrative or managerial processes of such a program.

Specialized Experience: One (1) year of work experience in a professional capacity in a training or educational program related to the prevention and/or treatment of substance abuse.

Substitutions Allowed

1. A master's degree or thirty (30) graduate semester credit hours in Education, Psychology, Social Work or other related Social Science from an accredited college or university may be substituted for one (1) year of the General Experience.
2. Successful completion of all requirements for a Ph.D. in the above cited majors from an accredited college or university may be substituted for the General Experience requirement.

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.

This is an amendment to the minimum qualification specifications for the class
ALCOHOLISM TRAINING COORDINATOR which was approved on February 21, 1977.

DATE APPROVED: 2/28/14

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