

Minimum Qualification Specifications
for the Classes:

CHILD SUPPORT ENFORCEMENT SPECIALIST IV and V
(CHILD SUPPORT ENFC SPCLT)

Basic Education/Experience 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

Applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the table below, or any equivalent combination of training and experience.

Class Title	General Exper. (years)	Specialized Exper. (years)	Total Exper. (years)
Child Support Enforcement Spclt IV	1-1/2	1	2-1/2
Child Support Enforcement Spclt V	1-1/2	2	3-1/2

General Experience: Professional analytical experience which involved the evaluation and analysis and recommendations for improvement of the operations of an organization, program, facility or service. Such experience must have provided the applicant with knowledge of basic management principles as they relate to effective work organization and

staff utilization and basic program evaluation methods. Such experience must also have provided the applicant with the ability to identify and analyze operational/management problems and recommend solutions, prepare clear and concise written and oral reports and develop and maintain effective working relationships with others.

Specialized Experience: Responsible professional work experience which demonstrated an overall awareness of the child support enforcement program and knowledge and application of laws, rules and regulations relative to child support enforcement. Such experience must have provided the applicant with knowledge of the Child Support Enforcement Program goals and objectives and governmental processes.

Substitutions Allowed

1. A master's degree in Public Administration, Business Administration, Management and Supervision, or a closely related field, from an accredited college or university may be substituted for one year of General Experience.
2. A Ph.D. degree in Public Administration, Business Administration, Management and Supervision, or a closely related field, 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

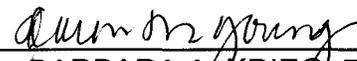
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

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

This is an amendment to the minimum qualification specifications for the classes CHILD SUPPORT ENFORCEMENT SPECIALIST IV and V which were approved on September 21, 1983.

DATE APPROVED: 1/9/2013



BARBARA A. KRIEG, Director
Department of Human Resources Development