

Minimum Qualification Specifications
for the Classes:

PUBLIC HEALTH SUPERVISOR I & II

Basic Education Requirement

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

Excess work experience as described under Specialized Experience, below, or any other progressively responsible administrative, professional or analytical work experience which 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 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 Requirement

Applicants must have had experience of the kind and quality described in the following paragraphs and in the amounts specified below, or any equivalent combination of training and experience.

Class Title	Spclzd Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
Public Health Supervisor I	3-1/2	*	3-1/2
Public Health Supervisor II	3-1/2	1	4-1/2

Specialized Experience: Progressively responsible professional work experience in public health, or other related field, which demonstrated knowledge of public health laws, rules and regulations; community health organizations and the services they provide; public health needs of the community; and current public health problems.

Supervisory Experience: Supervisory work experience which included:
1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

*For the class Public Health Supervisor I, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

1. A master's degree in public health, nursing, social work, or other related field, from an accredited college or university may be substituted for one (1) year of the Specialized Experience.
2. A Ph.D. degree in public health, nursing, social work, or other related field, from an accredited college or university, may be substituted for two (2) years of the Specialized 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 PUBLIC HEALTH SUPERVISOR I and II, which were approved on May 18, 2007.

Date Approved: July 12, 2013



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