

Administrative Experience: Responsible professional experience which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities.

Substitutions Allowed

1. A master's degree in business administration, public administration, or personnel administration from an accredited college or university may be substituted for one year of Specialized Experience.
2. Excess experience of the type and quality described in Administrative Experience above may be substituted for Specialized Experience on a year-for-year 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

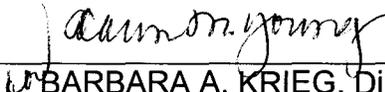
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

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

This is an amendment to the minimum qualification specifications for the classes Administrative Services Officer I and II, which were approved on July 7, 1982.

DATE APPROVED: 8/7/2012



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