

Minimum Qualification Specifications
for the Class:

DEPARTMENTAL PROGRAM OFFICER
(DEPARTMENTAL PRGM OFFCR)

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 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 quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

General Experience: One (1) year of responsible administrative, professional, analytical or other responsible work experience which required a high degree of analytical skill. Such experience must have involved reading, comprehending, interpreting, and evaluating technical subjects, analyses or proposals; and applying problem-solving methods and techniques such as defining and analyzing problems, identifying alternative courses of action and determining appropriate alternatives; and preparing concise written reports and recommendations for an optimal course of action.

Specialized Experience: Three and one-half (3-1/2) years of professional work experience in any field which demonstrated knowledge and application of overseeing

and managing a specific program or programs pertaining to a variety of program areas. Such experience must have involved conducting, monitoring or evaluating studies and analyses of programs or projects to recommend development, revision, and/or improvement of existing policies, procedures, techniques and standards; gathering and analyzing data to determine conformance; monitoring and ensuring conformance to applicable laws, rules, regulations, policies and procedures; and providing technical advice and direction to staff and/or management.

The experience may have been in a program area related to the program's essential role, function, or operations; and/or in program activities that required knowledge of principles and practices, current issues and concerns, and relevant federal, State, county agencies as well as community resources and local organizations that interact with and impact the specific field or program.

Supervisory Experience: One (1) year of formal supervisory work experience overseeing a professional staff, performing duties 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.

Managerial Aptitude: Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks

Substitution Allowed

Possession of a Master's Degree from an accredited four (4) year college or university may be substituted for the one (1) year of 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 required to perform the duties of positions in this class must be specified. Therefore, Selective Certification Requirements are to be established and certification shall 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 specific 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 the first minimum qualification specifications for the new class DEPARTMENTAL PROGRAM OFFICER (DEPARTMENTAL PRGM OFFCR).

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Ryker J. Wada

RYKER WADA, Director
Department of Human Resources Development

