

Minimum Qualification Specifications
for the Class:

OCEAN RESOURCES DEVELOPMENT MANAGER
(OCEAN RESOURCES DEV MANAGER)

Basic Education Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree with coursework equivalent to a major in one of the following fields or equivalent work experience:

A. Natural Science¹ or Engineering.

Any progressively responsible administrative or professional work which involved the observation and quantitative description of the natural environment, the study of verifiable general laws through quantitative methods, and the principles and procedures of the scientific method which otherwise provided knowledge, skills and abilities comparable to those acquired by completion of baccalaureate degree in natural science or engineering may be substituted for education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality to assure the possession of comparable knowledge, skills and abilities.

The education or substitutable experience background must have included knowledge of the principles of the natural sciences or engineering and the ability to read, comprehend and evaluate research and scientific reports in the fields.

B. Marketing, Business Administration, Business or Commercial Law, Economics, Finance, Foreign Trade, or a closely related field, which included completion of three (3) semester credit hours in statistics.

¹ A "natural science" is meant to be interpreted liberally, for the purpose of this specification, as concerning the description of the physical and biological environment and its phenomena. It includes the study of human beings in terms of their physical characteristics and responses (e.g., pharmacology, biochemistry) but excludes social, economic, political and related sciences having to do with relationships among people, their culture, history, institutions, etc.

Excess work experience as described under the Specialized Business Experience below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college curriculum leading to a baccalaureate degree as described above, may be substituted on a year-for-year basis for the required education including statistics. To be acceptable, the experience must have been of such scope, level and quality as to ensure the possession of comparable knowledge, skills and abilities.

The education or substitutable experience background must have included knowledge of the general principles of economics, business statistical methodology and business management and administration.

Regardless of the area of specialization, the education/experience background also must have included demonstrated ability to write reports, read and interpret complex written and quantitative material and analyze and solve complex problems logically and systemically.

Experience Requirements:

General Experience: One and one-half (1-1/2) years of progressively responsible professional analytical work experience which demonstrated the ability to analyze information and perform problem solving. The experience must have demonstrated the ability to define and analyze problems, identify issues, identify information needs, collect and analyze data, identify and weigh alternatives and their advantages and disadvantages, develop logical recommendations for a course of action, read and comprehend complex material such as scientific reports or federal regulations and draft comprehensive reports of findings and recommendations.

Specialized Marine Experience: One (1) year of responsible professional or administrative experience which demonstrated understanding of: (a) the characteristics of the marine environment such as physical properties of the ocean, marine ecology, marine geology, marine pollution, or marine chemistry; or (b) the commercial use or economic development of marine and marine-related resources.

Specialized Business Experience: One (1) year of responsible professional work experience which demonstrated an understanding of business management practices, such as knowledge of marketing and business feasibility research and analysis; product development, advertising or promotion; or business practices pertaining to development of new businesses, wholesale, retail, manufacturers' distribution, distribution costs,

finance and tax structure, planning and management. Examples of qualifying experience include (but are not limited to) the following: marketing and/or economic consultant, marketing researcher, business manager, export-import management, investment analysis, or area economic development planning.

Supervisory Experience: One (1) year of supervisory work experience in any of the previously mentioned specialized fields which included supervising professional work and involved: (a) planning the work of others; (b) assigning and reviewing their work; (c) advising them on difficult and complex problem areas; (d) timing and scheduling their work; and (e) disciplining them when necessary.

Management Experience: One (1) year of professional experience which involved: (a) planning and coordinating a project which consisted of several distinct professional work activities directed to an established objective to assure their attainment within a given time frame and budgeted amount; or (b) serving as a program manager which involved planning and coordinating on-going work activities with responsibility for oversight of other workers and timely completion of work and preparation of and management within a budget.

Administrative Aptitude: Applicants for this class must possess administrative aptitude. Administrative aptitude is the demonstration of aptitude or potential for the performance of administrative duties through successful completion of regular or special assignments which involved administrative activities (e.g., planning, organizing, and directing a program or providing staff advice and assistance in program management to program managers); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of education 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; or success in trial assignments to managerial and/or administrative roles or tasks.

Non-Qualifying Experience:

Sub-professional work (experience requiring a practical knowledge of principles and practices of a profession but performed in support of professional practitioners) although it may have been performed in support of professionals (e.g., economists or researchers in a natural science) is not qualifying.

Substitutions Allowed:

Substitution of Education for General Experience:

1. Possession of master's degree from an accredited college or university in any field may be substituted for one (1) year of the required General Experience.
2. Possession of a Ph.D. degree from an accredited college or university in any field may be substituted for all of the required General Experience.
3. Possession of a bachelor's degree from an accredited college or university in oceanography or marine science, which included satisfactory completion of coursework in the characteristics of the ocean and marine organisms; marine ecology; and physical, biological and geological oceanography may be substituted for all of the required Specialized Marine Experience, in addition to fulfilling the Basic Education/Experience Requirements.
4. Possession of a master's degree from an accredited college or university in oceanography or marine science, which included satisfactory completion of advanced coursework in the characteristics of the ocean and marine organisms; marine ecology; and physical, biological and geological oceanography may be substituted for all of the required Specialized Marine Experience and one (1) year of the required General Experience in addition to fulfilling the Basic Education/Experience Requirements.
5. Possession of a Ph.D. degree from an accredited college or university in oceanography or marine science, which included satisfactory completion of advanced coursework in the characteristics of the ocean and marine organisms; marine ecology; and physical, biological and geological oceanography may be substituted for all of the required General Experience and Specialized Marine Experience, in addition to fulfilling the Basic Education/Experience Requirements.
6. Possession of a master's degree from an accredited college or university in a natural science or engineering which included satisfactory completion of advanced, marine-related coursework (e.g., chemistry with coursework in chemical oceanography, engineering with coursework in marine engineering) may be substituted for one (1) year of the required General Experience and one-half (1/2) year of the required Specialized Marine

Experience in addition to fulfilling the Basic Education/Experience Requirements.

7. Possession of a Ph.D. degree from an accredited college or university in a natural science or engineering which included satisfactory completion of marine-related coursework (e.g., chemistry with coursework in chemical oceanography, engineering with coursework in marine engineering) may be substituted for all of the required General Experience and one-half (1/2) year of the required Specialized Marine Experience, in addition to fulfilling the Basic Education/Experience Requirements.
8. Possession of a master's degree from an accredited college or university in business administration or economics which included satisfactory completion of advanced coursework in the principles of economics and business management may be substituted for all of the required Specialized Business Experience and one (1) year of the required General Experience, in addition to fulfilling the Basic Education/Experience Requirements.
9. Possession of a Ph.D. degree from an accredited college or university in business administration or economics which included satisfactory completion of advanced coursework in the principles of economics and business management may be substituted for all of the required General Experience and Specialized Business Experience, in addition to fulfilling the Basic Education/Experience Requirements.
10. Possession of a master's degree from an accredited college or university in a business-related field (Commercial or Business Law, Foreign Trade, Finance) which included satisfactory completion of advanced coursework in economics and business management may be substituted for one (1) year of the required General Experience and one-half (1/2) year of the required Specialized Business Experience, in addition to fulfilling the Basic Education/Experience Requirements.
11. Possession of a Ph.D. degree from an accredited college or university in a business-related field (Commercial or Business Law, Foreign Trade, Finance) which included satisfactory completion of advanced coursework in economics and business management may be substituted for all of the required General Experience and one-half (1/2) year of the required Specialized Business Experience, in addition to fulfilling the Basic Education/Experience Requirements.

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.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is the first minimum qualification specification for the new class OCEAN RESOURCES DEVELOPMENT MANAGER (OCEAN RESOURCES DEV MANAGER), 17.164, as a result of the 1994 BU Reassessment Project, which included the class Ocean Resources Development Manager, 2.830, in the Excluded Managerial Compensation Plan (EMCP), effective January 16, 1995.

DATE APPROVED: 1/4/96

/s/ Ann K. Kon

JAMES H. TAKUSHI

Director of Human Resources Development