

Minimum Qualification Specifications  
for the Classes:

PUBLIC WELFARE ASSISTANT ADMINISTRATOR  
(PUBLIC WELFARE ASST ADMR)

PUBLIC WELFARE ADMINISTRATOR

**Basic Education Requirement**

Graduation from an accredited four (4) year college or university with a bachelor's degree which included a minimum of twelve (12) semester credit hours in psychology, sociology, social welfare, social work or other related coursework. Such coursework must have provided knowledge of human behavior.

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 including the coursework specified above 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 in the statements below and in the amounts shown below or any equivalent combination of training and experience:

Class Title	Specialized Experience (Years)	Supervisory Experience (Years)	Admin Experience (Years)	Total Experience (Years)
Public Welfare Asst Admr	4-1/2	2	1	7-1/2
Public Welfare Admr	4-1/2	2	2	8-1/2

Specialized Experience: Progressively responsible professional work experience in a social welfare program which provided services/assistance to mentally, physically, socially, and/or economically disadvantaged/vulnerable individuals and/or families. Such experience must have demonstrated knowledge of the dynamics of human behavior; community organizations and their activities and/or the services they offer to the community; and the content and underlying legal and philosophical basis for public welfare programs and their interrelationship with other public and private programs in health and human welfare.

Examples of Qualifying Experience: Examples of qualifying experience include, but are not limited to the following:

1. Professional work experience in the field of social work, individual or family counseling, or related experience which involved assisting individuals and/or families resolve personal, social, employment and/or emotional problems.
2. Professional work experience which involved conducting studies and making recommendations for the development or revision of standards, policies, procedures and techniques pertaining to a social welfare program(s)/services; giving technical advice and direction; evaluating and determining whether services are in conformance with standards and requirements; conducting special studies; and recommending staff improvement and developing training materials.

Supervisory Experience: Experience supervising others performing work as described under Specialized Experience above. Such experience must have 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, and disciplining them when necessary.

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

### **Substitutions Allowed**

1. A master's degree or successful completion of thirty (30) graduate semester credit hours from an accredited college or university in a major that provided

knowledge of human behavior (e.g., psychology, sociology, social welfare, social work) may be substituted for one (1) year of Specialized Experience.

2. A Ph.D. degree with from an accredited college or university in a major that provided knowledge of human behavior (e.g., psychology, sociology, social welfare, social work) may be substituted for two (2) years of Specialized Experience.
3. Excess Supervisory Experience may be substituted for the 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.

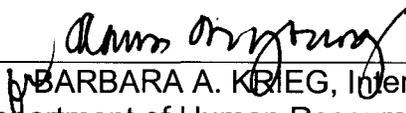
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PART II  
PUBLIC WELFARE ASST ADMR  
PUBLIC WELFARE ADMINISTRATOR

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This is an amendment to the minimum qualification specifications for the classes PUBLIC WELFARE ASSISTANT ADMINISTRATOR, and PUBLIC WELFARE ADMINISTRATOR, approved on January 2, 1996.

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BARBARA A. KRIEG, Interim Director  
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