

Minimum Qualification Specifications
for the Class:

PAROLES AND PARDONS ADMINISTRATOR
(PAROLES & PARDONS ADMR)

Basic Education Requirement

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 kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Experience: Four (4) years of progressively responsible professional work experience which demonstrated the ability to plan and coordinate program activities and solve operational and administrative problems. Such experience must have involved responsibility for program planning and evaluation; conducting studies of operational and administrative problems and recommending alternative solutions and courses of action; interpreting, applying, revising and/or developing program laws, rules, regulations, etc.; and analyzing reports and/or other materials to make sound administrative decisions. In addition, the experience must have demonstrated a high degree of analytical skill involving the ability to identify information needs, collect and analyze data, identify problems and alternative solutions; and the ability to read, comprehend, and interpret complex written material such as State and federal laws, rules, recommendations; and dealing effectively with individuals and groups.

Examples of qualifying work experience include, but are not limited to, work as a (1) staff specialist or (2) program analyst or specialist.

Supervisory Experience: Two (2) years of 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.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed

1. A master's degree from an accredited college or university may be substituted for one (1) year of the Specialized Experience.
2. A Ph.D. degree 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

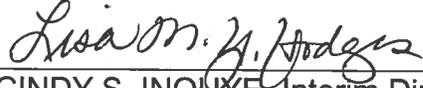
Applicants may be required to qualify on an appropriate examination.

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 class PAROLES AND PARDONS ADMINISTRATOR (PAROLES & PARDONS ADMR) which were approved on March 6, 2000.

Date Approved: 11/13/14



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