

.....

Minimum Qualification Specification
for the Class:

AQUACULTURE DEVELOPMENT PROGRAM MANAGER
(AQUACULTURE DEV PROGRAM MGR)

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 General and Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which 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:

Except for the substitutions provided for in this specification, 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:

General Experience: One (1) year of responsible professional work experience which required a high degree of analytical skill. Such experience must have demonstrated gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action; demonstrated the ability to elicit information orally and in writing; reading, comprehending, interpreting and evaluating technical subjects, analysis or proposals; and applying problem solving methods and techniques, such as defining and analyzing problems, identifying alternative courses of action, using judgment in determining appropriate alternatives; and preparing clear and concise written reports and recommendations for action.

Specialized Experience: Three and one-half (3-1/2) years of progressively responsible professional experience in one or a combination of the following:

1. Responsible professional work experience which demonstrated knowledge of the scientific elements of aquaculture such as species biology, site assessment, pond design and development, harvesting techniques, disease diagnosis and prevention, health management, water quality management, water chemistry, soil analysis and/or production management, or
2. Responsible professional work experience which demonstrated knowledge of elements involved in the management of a business, such as commercial production and management of a product or commodity; efficiency of production and reduction of production costs; the various phases of product marketing; labor, permitting, health and safety requirements; and/or other elements involved in the development and establishment of a business.

Supervisory Experience: One (1) year of work experience which involved: 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 Aptitude: Administrative aptitude rather than administrative experience may be accepted. 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 programs (e.g., in planning, organizing, promoting and directing a program providing staff advice and assistance); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates an awareness of managerial 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; or success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

1. A master's degree in any field may be substituted for one (1) year of the General Experience.

2. A master's degree in aquaculture, business administration, agribusiness, agricultural economics, or other related masters degrees, may be substituted for all of the General Experience and one (1) year of Specialized Experience.
3. A Ph.D. degree in aquaculture, business administration, agribusiness, agricultural economics, or other related degrees may be substituted for all of the General Experience and one and one-half (1-1/2) years of 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. In such positions, 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:

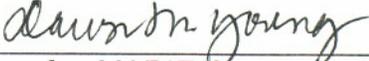
Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

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

This is an amendment to the minimum qualification specification for the class
AQUACULTURE DEVELOPMENT PROGRAM MANAGER (AQUACULTURE DEV
PROGRAM MGR), which was approved on October 16, 1989.

DATE APPROVED: March 28, 2008



for MARIE C. LADERTA
Director of Human Resources Development