

Minimum Qualification Specifications
for the Class:

PLANT INDUSTRY ADMINISTRATOR

Basic Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree in entomology, plant pathology, agriculture, or a related biological science with courses in entomology or plant pathology.

Substitutions: Excess work experience as described below or any other administrative, professional, investigative or analytical work experience which involved application of knowledge in the fields as described in the Education Requirement above may be substituted for education on a year-for-year basis.

Experience Requirements

Specialized Experience: Three (3) years of progressively responsible experience in plant industry research, development, and management. Experience in plant industry includes such fields as insect pest control research, noxious weed control, or plant quarantine work.

Supervisory or Consultative Work: Two (2) years of work experience as described under A or B below will be considered qualifying:

- A. Experience in any of the fields in plant industry which included:
(1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing new employees.
- B. Experience in any of the fields in plant industry serving as a subject matter specialist in a specialized area of work. Qualifying experience should include acting as a consultant to other specialists, administrators, and other government and private agencies and individuals; or acting as a resource expert to administrators by making recommendations on and participating in the development of programs, plans, projections, and criteria for standards of operation.

Administrative Experience: Two (2) years of experience in any of the fields in plant industry as described above which included active participation in and

major responsibility for the development, management, execution and coordination or policies, activities and programs.

Substitutions Allowed

Substitution of Education for Experience:

- A. Possession of a master's degree in any of the fields described in the Education Requirement above may be substituted for one (1) year of Specialized Experience.
- B. Possession of a Ph.D. in any of the fields described in the Education Requirement above may be substituted for three (3) 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. 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
PLANT INDUSTRY ADMINISTRATOR, which were approved on September 27, 1982.

Date Approved: 5/19/14 
for JAMES K. NISHIMOTO, Director
Department of Human Resources Development

