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Minimum Qualification Specifications
for the Class:

MEASUREMENT STANDARDS PROGRAM MANAGER
(MEASUREMENT STDS PRGM MGR)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Principles and practices of metrology, physics, engineering or a related field; research and problem solving methods and techniques; report writing; and principles and practices of supervision.

Ability to: Plan, develop, organize, and direct a statewide measurement standards program; learn, develop, interpret and apply program rules, regulations, policies, procedures, etc.; conduct informal administrative hearings; solve problems logically and systematically; read, understand, comprehend and analyze reports, technical material, etc., and reach sound conclusions; analyze and evaluate facts; elicit information; speak and write effectively when dealing with public, private groups, and individuals; prepare and present clear and comprehensive oral and written reports; formulate budgetary, staffing and other program requirements; and supervise and evaluate the work of others.

Basic Education Requirement:

Graduation from an accredited four-year college or university with a bachelor's degree which included at least 18 semester credits of coursework in engineering, physics or a related field. The coursework must have included a fundamental course in general physics and courses in any two of the following: electricity and magnetism, heat, light, modern physics, mechanics and strength of materials.

Excess work experience as described below under Specialized Experience or any other progressively responsible administrative, professional or other analytical work experience which would provide knowledge, skills and abilities comparable to those acquired in four years of successful study while fulfilling a prescribed college curriculum leading to a bachelor's degree with the specified coursework may be substituted for the education on a year-for-year basis.

The education or experience background must demonstrate the ability to write clearly and comprehensively such material as reports and analyses; read and interpret complex written material; and solve 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.

Specialized Experience: Three (3) years of progressively responsible professional work experience which involved the application of physical and mathematical sciences to the solution of metrological, physics, or engineering problems.

At least one (1) year of this experience must have involved work as a staff specialist which involved activities such as, but not limited to, conducting studies, evaluating and making recommendations to management for the development or revision of standards, policies, procedures and guidelines; and identifying, analyzing and solving complex problems. Such experience must have demonstrated the ability to read, understand, comprehend, interpret, and evaluate complex written material (e.g., regulatory laws, rules, regulations, standards, etc.); apply problem solving methods and techniques, use judgment in determining appropriate alternatives; elicit information orally and in writing; and prepare clear and comprehensive reports.

Supervisory Experience: Two (2) years of 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 problem areas; 4) training and developing subordinates; and 5) evaluating their work performance and disciplining them when necessary.

Managerial Aptitude**:** Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of 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; success in trial assignments to managerial and/or administrative tasks**.**

Substitutions Allowed:

1. Possession of a master's degree from an accredited college or university in physics, engineering, or a related field may be substituted for one (1) year of the Specialized Experience, but not the staff specialist experience.

2. Possession of a Ph.D. degree from an accredited college or university in physics, engineering or a related field may be substituted for two (2) years of the Specialized Experience, but not for the staff specialist 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 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 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.

Mental/Emotional Requirements:

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

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