Minimum Qualification Specifications
for the Class:

DEPARTMENTAL CONTRACTS SPECIALIST
(DEPARTMENTAL CONTRACTS SPCLT)

Basic Education/Experience Requirements

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

General Experience: One and one-half (1-1/2) years of progressively responsible professional or other responsible analytical work which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem-solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Specialized Experience: One (1) year of professional or other responsible work experience which included substantial and significant involvement in contract development and/or processing. Such experience must have included responsibility for

reviewing and analyzing contracts for conformance with rules, regulations, policies, format and related requirements; recommending approval/disapproval of contracts and assisting program personnel in the development and processing of contracts.

Substitutions Allowed

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

2. A law degree from a school of law accredited by a nationally recognized, specialized accrediting body (or coursework deemed comparable by a nationally recognized, specialized accrediting body) may be substituted for all of the required General and Specialized Experience.

3. Excess Specialized Experience may be substituted for the General 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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This is an amendment to the minimum qualification specifications for the class DEPARTMENTAL CONTRACTS SPECIALIST, which were approved on December 16, 1985.

DATE APPROVED: 1/14/13

for BARBARA A. KRIEG, Director
Department of Human Resources Development