

Minimum Qualification Specifications  
for

PUBLIC UTILITIES/TRANSPORTATION SPECIALIST  
(PUBLIC UTILITIES/TRANSP SPCLT)

**Educational 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 quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

Specialized Experience: Five and one-half (5 1/2) years of progressively responsible experience in the area of public utilities or public transportation. Such experience must have involved knowledge of the practices and procedures pertaining to the administration and operations of the regulated industry as well as the laws, rules, and regulations governing its operation. This requisite experience may have been gained from either governmental or private industry experience in such capacities as a utilities or transportation: engineer, financial analyst, accountant, rate analyst, staff specialist or analyst or other administrative position involved in the operations or regulation of the industry.

For the Public Utilities Specialist, three (3) of the five and one-half (5 1/2) years of specialized experience must have provided responsible experience of the kind

described above which was concerned with one or more regulated utility, e.g., electric, telephone, gas, or water.

For the Public Transportation Specialist, three (3) of the five and one-half (5 1/2) years of specialized experience must have been responsible experience of the kind described above which was concerned with one or more type of regulated public transportation carrier, e.g., air, land, or water.

Administrative Experience: For this class, administrative aptitude rather than administrative experience is required. 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.

### **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.

### **Substitutions Allowed**

Possession of a master's degree or successful completion of thirty (30) graduate semester credit hours from an accredited university or college with specialization in economics, accounting, finance, or other closely related field may be substituted for one (1) year of specialized experience.

### **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 specific 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 PUBLIC UTILITIES/TRANSPORTATION SPECIALIST, approved on January 4, 1978.

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