

MINIMUM QUALIFICATION PRINCIPLES

This reference tool provides guidance for setting experience and education minimum qualifications for classifications based on field and level. While these are the default guidelines, they are rebuttable based upon a reasonable showing of a need for a variance.

Minimum qualifications reflect the lowest level of acceptable education and/or experience required of an individual such that the individual reasonably could be expected to satisfactorily perform the duties of the position. The guidelines will assist departments to develop minimum qualifications that are reflective of what is required upon entry in order to be successful in a position, yet not so high as to create artificial barriers or impede promotive opportunities.

This tool will provide consistency in decision making across the City when assigning minimum qualifications. The minimum qualification guidelines will provide benchmarks for managers when determining their needs for a particular position. The minimum qualification principles have been developed to assist departments when developing job analysis questionnaires, recruitment and selection devices and submitting requests for changes to class specifications.

OCCUPATIONAL CATEGORIES

Occupational Category Definitions:

- Clerical: Perform routine office tasks supporting the general function of the office or managerial positions. Occupations in which workers are responsible primarily for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.
- Maintenance: Perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep or care of public buildings, facilities or grounds.
- Technical: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized, post-secondary school education or through equivalent on-the-job training (e.g., computer programmers, drafters, survey and mapping technicians, licensed practical nurses, technicians (medical, dental, electronic, physical sciences)).
- Crafts/Trade: Trades are externally defined and have regulatory codes.
- Professional: Perform duties that require interpretation, independence of judgment and application of defined principles, practices and regulations. Requires a bachelor or advanced degree and may require certification or licensing.
- Management: High administrative and policy influencing with responsibilities for managing a major function or rendering management advice to top-level management authority. Performs duties focused on planning, organizing, directing and controlling resources and program delivery.

Level Definitions:

- Entry / Trainee: Trainee or routine level; typically those with training and little or no experience in the job area; operate with significant oversight.
- Journey: Perform the full range of duties; operate with supervision typically only upon completion of tasks; generally requires knowledge or experience in the job related area as a minimum qualification.
- Advanced Journey / Senior: Perform specialized duties in a highly independent manner that require modifying approaches, methods or techniques; may supervise lower level positions.

- Principal: Lead responsibilities in instructing and training staff; generally should supervise lower level positions.

| CLERICAL / MAINTENANCE / TECHNICAL | | |
|--|---|--|
| Level | Training and Experience | Substitution |
| Entry / Trainee | 6 months – 1 year of general experience. | 6 months of education (15 semester units) or technical training exp. may be substituted for 6 months of experience |
| Journey | 2 years of general experience OR 1 year of requisite/specialized experience to the classification | 6 months (15 semester units) of specialized coursework may be substituted for 6 months of experience |
| Advanced Journey / Senior “may supervise” | 3 years of general experience OR 2 year of requisite/specialized experience to the classification | 1 year (30 semester units) of specialized coursework may be substituted for 1 year of experience. |
| Principal “must supervise” | 4 years of general experience OR 3 year of requisite/specialized experience, which includes 1-2 years of supervisory experience | 2 years (60 semester units) of specialized coursework may be substituted for 2 year of non-supervisory experience |

| CRAFTS (with apprenticeship) | | |
|-------------------------------------|---|---|
| Level | Training and Experience | Substitution |
| Apprentice | varies by union | None |
| Journey | Apprenticeship program AND 1-3 years journey level experience | 5 years of experience in the field |
| Supervisory 1 | Apprenticeship program AND 3 - 5 years journey level experience | 6 - 7 years of journey level experience |
| Supervisory 2 | Apprenticeship program AND 4 - 6 years journey level experience | 7 years of journey level experience AND 2 years of supervisory experience |

| CRAFTS (without apprenticeship) | | |
|--|---|---------------------|
| Level | Training and Experience | Substitution |
| Journey | 1 - 2 year of experience in the field | None |
| Supervisory 1 | 2 - 4 years of experience in the field | None |
| Supervisory 2 | 3 - 6 years of experience in the field AND 1 – 2 year supervisory | None |

| PROFESSIONAL | | |
|---------------------|--------------------------------|---|
| Level | Training and Experience | Substitution |
| Entry | Baccalaureate Degree | 1 year of experience may substitute for 1 year of education up to 4 year degree |

| | | |
|--|---|---|
| Journey | Baccalaureate Degree AND 1 - 2 years experience | 1 year of additional experience may substitute for 1 year of education up to a max of 2 years |
| Advanced Journey / Senior "may supervise" | Baccalaureate Degree AND 3 - 4 years experience | 1 year of additional experience may substitute for 1 year of education up to a max of 2 years |
| Principal "must supervise" | Baccalaureate Degree AND 5 - 6 years experience, which includes 2 years of supervisory experience | 1 year of additional experience may substitute for 1 year of education up to a max of 2 years |

GENERAL GUIDELINES

1. Minimum Qualifications for a Job Family or Class Series:

- Ideally there should be not additional minimum qualifications added to classes higher in the same series that are not required at entry other than more years of experience. Doing otherwise would prevent promotion from within.

2. Supervisory Experience Guidelines:

- If underlying class supervises, higher classes must require supervisory experience
- If underlying class 'may' supervise, allow the supervisory experience requirement in the higher level to allow for substitution on a two-to-one ratio, with non-supervisory experience.¹ For example, for a principal level classification requiring 3 years of journey level experience + 1 year of supervisory experience allows substitution of 5 years of journey level experience.
- Supervisory classifications require:
 - minimum of 3 years of journey level experience
 - years of experience required should be an additional 2 years of experience above that required for the journey level

3. Department Specific Classifications or Special Conditions:

- Requests for department specific classifications are not appropriate if any necessary training can be obtained on the job within 6 months and/or the duties are not at least 25% unique from equivalent citywide classifications.
- Requests for special conditions are not appropriate if the knowledge/skill can be learned on the job within 6 months. Example of an approved special condition: 1823 / 1824 – Legislative & Policy Analysis - Recent verifiable experience in analysis and implementation of policy or legislation which modifies the framework of an organization or agency, to change the way an organization operates, and/or developing a body of regulations or drafting legislation. (Not all positions within a classification will have a special condition or will have the same special condition)

4. Education:

- High School/GED: For non-technical, non-professional jobs; require for jobs that need basic literacy and numeracy skills.
- College-Level Coursework: For when specific skills sets are needed (e.g., higher level writing or arithmetic)
- Associate’s Degree: For when college level reading, writing and arithmetic is needed in particular technical area.
- Bachelor’s Degree: For professional level
- Master’s Degree: For specialized occupational areas
- Professional Degree: For those occupations typically requiring licensure or certification (e.g., attorney; doctor).

5. Education Substitution:

- Full: There are journey level classifications that require a bachelor’s degree or substitution of years of experience for years of education on a 1:1 ration. Due to the nature of certain industries, comparable experience can be gained through obtaining a bachelor’s degree or working in the field. (e.g., 1052 IS Business Analyst recommends a Bachelor’s Degree and 1 year of experience, but the minimum qualifications will allow for full substitution of additional years of experience in the information systems field for the degree requirement.)
- Partial: Many journey level positions allow limited substitution of additional years of experience for education for a maximum of 2 years. These classifications require 2 years of education to develop the analytical and writing skills necessary to perform the duties and responsibilities of the position (e.g., 1842 Management Assistant may substitute up to 2 years of required education with additional qualifying experience in program/office/operations management, budget development and/or administration, or contract/grant administration.)
- None: There are instances when educational requirements for certain classifications cannot be substituted with experience. These classes require an advanced level of education in their specialized field in order to be successful. Examples of classifications that require a baccalaureate degree in a specific field include Architects, Engineers, Chemists and Librarians.

RESOURCE TOOLS

1. Minimum Qualifications Conversion Table

| MQ Conversion Table | |
|--------------------------------|-----------------------|
| Education | Experience |
| 30 semester / 45 quarter units | 1 year of experience |
| AA Degree | 2 years of experience |
| BA/BS Degree | 4 years of experience |

Note:

Classifications requiring a Baccalaureate Degree and a minimum of 2 years work experience may include substitution language as follows: possession of a Master’s Degree in a related field or Law degree may be substituted for one year of work experience. Experience requirement cannot be fully substituted with education. For example, requiring a Bachelor’s degree and 1 year of experience

and allowing the substitution of the Master’s Degree or Law degree for the one year of work experience.

2. Standardized Language Table

| Standardized Language Table | |
|------------------------------------|--|
| Degree | Language |
| Driver’s License | Possession of a valid California driver’s license |
| High School | High school diploma or equivalent (GED or High School Proficiency Examination) |
| Bachelor Degree | Requires a baccalaureate degree from an accredited college or university |
| Degree Substitution | Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of x years). Thirty (30) semester units or forty-five (45) quarter units equal one year. |