

Minimum Qualification Specifications  
For the Classes:ADMINISTRATIVE SERVICES OFFICER I & IIEducation Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described below in the experience section or any other responsible administrative or professional work experience which provided knowledge, skills, and abilities comparable to those acquired in four years of successful study while completing a university or college curriculum may be substituted for education 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.

Experience Requirement:

Except for substitutions provided in this specification, applicants must have had work experience of the kind and quality described below and in the amounts indicated in the following table:

Class Title	Specialized Experience (Years)	Administrative Experience (Years)	Total Experience (Years)
Administrative Services Officer I	4	*	4
Administrative Services Officer II	4	1	5

Specialized Experience: Professional work experience which demonstrated responsibility for planning and coordinating program activities and solving operational problems involving administrative processes and the relationship between programs. Such experience must have demonstrated administrative abilities by completion of assignments or projects which involved administrative problems (i.e., conducting studies and analyses of programs, projects and services to assess effectiveness, adherence to program directives and achievement of goals and objectives, resource needs, cost and benefit factors, and other essential management concerns and recommending alternative courses of action to resolve problems and increase the effectiveness of operations and other concerns). The experience must have demonstrated a high

degree of analytical skill involving the ability to identify information needs, collect and analyze data, identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action, and the ability to read, comprehend and interpret complex material and draft comprehensive reports of findings and conclusions.

Administrative Experience: Responsible experience which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities.

\*For Administrative Services Officer I positions, administrative aptitude rather than actual administrative experience may be accepted. Administrative aptitude will be considered to have been met for this level when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involve administrative matters (e.g., in planning, organizing, promoting, and directing a program providing staff advice and assistance); managerial interest demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in management accompanied by the application of principles learned to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments involving managerial and/or administrative tasks. Professional work experience which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities are also examples of administrative aptitude.

Substitutions Allowed:

1. A master's degree in business administration, public administration, or personnel administration from an accredited college or university may be substituted for one (1) year of specialized experience.
2. Excess experience of the type and quality described in administrative experience may be substituted for specialized experience on a year-for-year basis.

Quality of Experience:

Possession of the required amount 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 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 those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments 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.

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 that 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 VP/Director of Human Resources/Designee.

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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This is the first minimum qualification requirements approved for the class,  
ADMINISTRATIVE SERVICES OFFICER I & II.

DATE APPROVED: 11-10-03

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JANICE WAKATSUKI  
VP/DIRECTOR OF HUMAN RESOURCES