

Minimum Qualification Specifications  
For the Class:ASSISTANT INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES  
DIRECTOREducation 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 or analytical 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 leading to a baccalaureate degree may be substituted for a bachelor's degree 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 Exper (yrs)	Supervisory Exper (yrs)	Managerial Exper (yrs)	Admin Exper (yrs)	Total Exper (yrs)
Asst Information Technology & Communication Svcs Director	3-1/2	2	1	*	6-1/2

Specialized Experience: Responsible professional work experience with computer and/or telecommunications technology which involved the analysis and design of systems for electronic processing of data; or stored computer programming experience which included participation in systems analysis; or experience in telecommunications which included planning, designing, implementing, and/or maintaining telecommunication systems; or experience in managing/coordinating major computer or telecommunication projects. At least one year of the required specialized experience must have been at the fully competent level comparable to the Data Processing Systems Analyst IV level.

Supervisory Experience: Work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

Managerial Experience: Experience which involved managing a program of information processing and/or communication services. Such work must have involved planning and implementing a program or sub-program and included supervision and coordination of application systems development, computer operations services, the provision of technical staff services and/or telecommunication systems development, maintenance, design, and planning.

\*Administrative Aptitude: 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 abilities. Such evidence may be in the form of success in regular or special assignments or projects which involve administrative problems; by the completion of educational or training courses in the areas of management accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; and success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

- 1 Satisfactory completion of all academic requirements for a bachelor's degree in computer science or in management information/management decision science or in another major including completion of coursework comparable to a major in either of these fields from an accredited college or university may be substituted for six (6) months of Specialized Experience.
- 2 Satisfactory completion of all academic requirements for a master's or doctorate degree in information and computer science or in management information/management decision science from an accredited university may be substituted for one and one-half (1-1/2) years of Specialized Experience.

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 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 an amendment to the minimum qualification requirements for the class, ASSISTANT INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES DIRECTOR, to update the supervisory experience requirement, effective February 16, 2009.

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This is the first minimum qualification requirements approved for the class, ASSISTANT  
INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES DIRECTOR.

DATE APPROVED: February 16, 2009

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JANICE YEE  
VP/Director of Human Resources