

Minimum Qualification Specification
for the Class:INFORMATION SYSTEMS MANAGER IEducation Requirement:

Graduation from an accredited college or university.

Excess experience of the types and quality described below or any administrative, professional, or other responsible work which required a high degree of analytical skill may be substituted for training on a year-for-year basis.

Experience Requirement:

Except for the substitutions provided below, applicants must have had the type of experience described in the statements immediately following, and in the amounts shown in the table below:

	Information Systems Experience (yrs.)	Supervisory Experience (yrs.)	Administrative Experience (yrs)	Total Experience (yrs.)
Information Systems Manager I	3-1/2	1	*	4-1/2

Information Systems (IS) Analysis Experience: Progressively responsible work experience in computer systems analysis which involved the analysis and design of systems for electronic processing of data; or stored computer programming experience which included participation in systems analysis.

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.

*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.

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 course work comparable to a major in either of these fields from an accredited college or university may be substituted for six (6) months of IS Experience.
2. Satisfactory completion of all academic requirements for a master's degree in computer science from an accredited university may be substituted for one and one-half (1-1/2) years of IS Experience.
3. Satisfactory completion of all academic requirements for a doctor's degree in computer science from an accredited university may be substituted for two and one-half (2-1/2) years of IS Experience.
4. Excess Supervisory Experience of the types and quality described above may be substituted for IS Experience on a month-for-month basis.
5. Excess Administrative Experience must have demonstrated responsibility for assisting in all aspects of the overall administration of an information processing program including management planning, policy-making as well as work processing.

Such experience must have included overall technical guidance and leadership and the responsibility for planning, directing, and coordinating the activities of the assigned operation and active participation in administrative functions such as (1) program evaluation and analysis, (2) development of the budget and its justification; and (3) policy formulation and implementation may be substituted for the required IS and/or Supervisory Experience on a month-for-month 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 knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants 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 to be filled.

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 which 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 Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is the first minimum qualification specifications for the class, INFORMATION SYSTEMS MANAGER I.

DATE APPROVED: February 11, 2013

PAUL TSUKIYAMA
Director of Human Resources