

Minimum Qualification Specifications
for the Class:

CLINIC SUPERVISOR
Job Code: 1.701

Education: High school diploma or the equivalency is preferred.

Experience: Two years of specialized work experience in the coordination and management of a medical/surgical clinic. This experience must demonstrate the applicant's knowledge of the procedures, policies and practices of a medical/surgical clinic operation; budget formulation and justification; personnel management; hospital or allied medical care facility procedures; and various medical assistance programs, **and**

One year of supervisory 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.

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 they have the ability to perform the duties of the position for which they are being considered.

Selective Certification:

Specialized knowledge, skills, and abilities may be required to perform the duties of some positions. In such positions, Selective Certification Requirements may be established, and certification may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Regions or facilities 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.

Health and Physical Requirements:

Applicants must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class, CLINIC SUPERVISOR, to update the Education, Quality of Experience, Selective Certification, Health & Physical and delete Mental/Emotional Requirements effective May 15, 2026.

APPROVED: May 15, 2026

JUANITA LAUTI
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