

Minimum Qualification Specifications
for the Classes:ENVIRONMENTAL SERVICES SUPERINTENDENT I & IIEducation/Experience Requirement:

Graduation from high school. Excess experience of the types described below, or any other responsible work experience requiring the ability to read, comprehend and apply written directions or a high degree of verbal skills may be substituted for education on a year-for-year basis.

Experience Requirement:

Except for the substitutions provided below, applicants must have had progressively responsible experience of the kind and quality described in the following paragraphs and in the amounts indicated in the table below:

Class Title	Housekeeping/ Laundry Experience (years)	Supervisory Experience (years)	Specialized Experience (years)	Total Experience (years)
Environmental Svcs Supt I	3	2	1	6
Environmental Svcs Supt II	3	2	2	7*

Housekeeping/Laundry Experience: General housekeeping/laundry experience of janitorial or related custodial work and/or commercial or institutional laundry experience of which one (1) year must have been in a health care setting.

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.

Specialized Experience: Experience in a health care setting which required the working knowledge of effective inspection and maintenance methods of environmental services operations (e.g., direct the unit to be ready for inspection by the State Department of Health, Centers for Medicare & Medicaid Services (CMS) and/or Joint Commission on Accreditation of Healthcare Organizations (JCAHO); manage and inspect the cleanliness of the facility for the purpose of providing feedback to constantly improve the cleanliness and physical environment of the facility).

*Applicants at the Level II must demonstrate possession of administrative aptitude. This requirement will be considered to be met when there is strong affirmative evidence of the necessary success in regular or special assignments or projects which involve administrative problems, e.g., planning, organizing and directing a program providing administrative advice and assistance; interest in management 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, which were learned, to work assignments; management's observation and favorable evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

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 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.

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 VP/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 an amendment to the minimum qualification specifications for the classes, ENVIRONMENTAL SERVICES SUPERINTENDENT I & II, to update the supervisory experience requirement, effective February 16, 2009.

This is an amendment to the minimum qualification specifications for the classes, ENVIRONMENTAL SERVICES SUPERINTENDENT I & II, to include the mental/emotional requirement, effective April 16, 2005.

This is the first minimum qualifications approved for the class, ENVIRONMENTAL SERVICES SUPERINTENDENT I & II.

DATE APPROVED: February 16, 2009

JANICE YEE
VP/Director of Human Resources