

Minimum Qualification Specification
for the Class:RESIDENT FINANCIAL COUNSELORTraining Requirement:

Graduation from high school.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the amount, kind, and quality described in the following paragraphs.

General Experience: Two years of progressively responsible work experience involving the computation, maintenance and reviewing of fiscal data and records.

Specialized Experience: One year of progressively responsible work experience involving extensive public contact. Examples of qualifying experience are:

1. Investigation of firm or individuals to establish business or personal credit ratings, or to determine eligibility for business or personal financial loans, or to collect overdue accounts; or
2. Interviewing experience, as may be acquired in a public or private service agency, which involved making determinations, and explaining, interpreting, and applying complex rules, regulations and procedures.

Substitutions Allowed:

Substitution of Experience for Training: Any clerical experience or excess general or specialized experience may be substituted for the training requirement on the basis of one year of experience for one year of training.

Substitution of Training for General Experience:

1. Study in an accredited college or university may be substituted on the basis of one academic year of study for nine months of experience up to a maximum of two years.

2. Completion of a course of study in office management, junior accountant, or bookkeeping in a business or commercial school above the high school level may be substituted for experience on a month-for-month basis up to a maximum of two years.

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, 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 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 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 specifications for the class, RESIDENT FINANCIAL COUNSELOR, to include the mental/emotional requirement, effective June 16, 2005.

This is the first minimum qualification specification for the new class RESIDENT FINANCIAL COUNSELOR effective September 12, 2003.

APPROVED: _____
JANICE WAKATSUKI
VP/Director of Human Resources