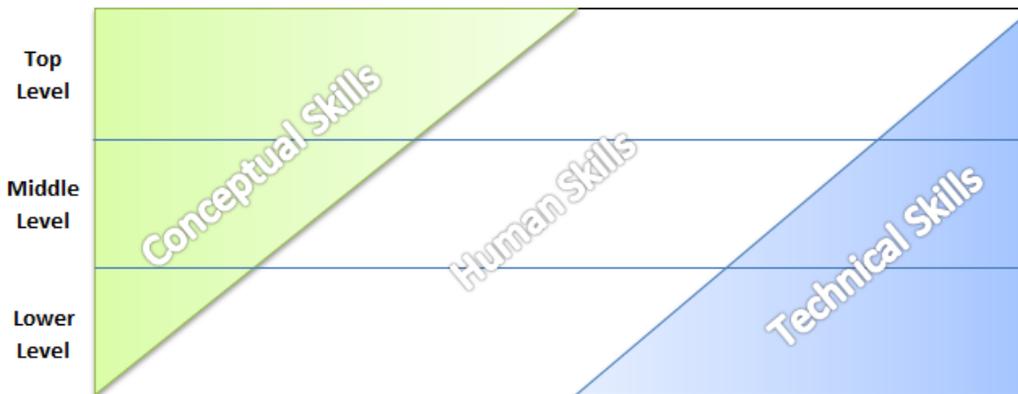


## Management Minimum Qualifications

*Last Updated as of 2/6/18*

**Managerial Skills:** As management positions rely primarily on soft skills, departments should avoid having overly stringent management minimum qualifications particularly in regards to technical skills. Rather, departments should seek to use additional desirable qualifications to indicate what they would prefer that can provide for more flexibility as many times the “perfect” candidate will have many, but not all of the desirable skills.



### Definitions:

- **Professional:** An individual that interprets laws and regulations and exercises independent judgment in the application of defined principles, practices and regulations.
- **Supervisor:** An individual having authority and exercising independent judgment to effectively recommend to hire/promote, discipline, assign, reward or adjust the grievances of other employees. Please note, pursuant to Civil Service Rules, supervisors do not directly hire or discipline employees; rather, they recommend a course of action to a higher authority.
- **Manager:** An individual in a high level administrative and policy-influencing position who plans, organizes, staffs, leads and controls a major function or effort for the purpose of accomplishing organizational goals.

### Education:

- **Bachelor Degrees:**
  - **Generally:** May substitute up to 2 years of education for Bachelor of Art degrees with additional years of experience (consistent with citywide practice on MQs for professional classifications).
  - **Exception:** May fully substitute education with additional years of experience in fields in which incumbents in the feeder classifications typically do not have bachelor degrees (e.g., Public Safety, Trades and IT).

- Advanced Degrees:
  - Should only be required when mandated by law; otherwise, should only potentially be listed as a desirable qualification.
  - May substitute for one year of experience.

**Experience:** To the extent specific experience is required, that experience should qualify the recommended years of experience below as opposed to requiring additional years of experience.

Classification Level	Experience
0922 – 0923 Managers I – II	3 – 5 years of professional experience in the applicable, major functional area with <b><u>desirable qualification</u></b> that 2 of those years include supervisory experience (as underlying professional classifications often do not supervise then do not want to make an MQ)
0931 – 0933 Managers III – V	5 – 8 years of professional experience in a applicable, major functional area of which 3 years <b><u>must include</u></b> experience supervising professionals (except for public safety and trades); management experience should only be listed as a desirable qualification
0941 – 0943 Managers VI – VIII	4 – 6 years of managerial experience of which all <b><u>must include</u></b> supervisory
0951 – 0955 <sup>1</sup> Deputy Directors	2 – 6 years of managerial experience of which all <b><u>must include</u></b> supervisory ( <u>0951</u> : 2-4yrs, <u>0952</u> : 2-4yrs, <u>0953</u> : 4-6yrs, <u>0954</u> : 4-6yrs; <u>0955</u> : 4-6yrs)
0961 – 0965 <sup>1</sup> Department Heads	6 – 10 years of managerial experience of which all <b><u>must include</u></b> supervisory ( <u>0961</u> : 4-6yrs, <u>0962</u> : 4-6yrs, <u>0963</u> : 6-8yrs, <u>0964</u> : 6-8yrs; <u>0965</u> : 8-10yrs)

- Major Functional Areas:
  - Administrative
  - Engineering
  - Finance and Accounting
  - Health and Human Services
  - Human Resources
  - Information Services
  - Legal Protection and Detention
  - Operations

<sup>1</sup> Department Heads (096x) and Deputy Directors (095X): As these appointments are exclusively exempt under the Charter, DHR defers to departments to set position specific minimum qualifications and the preceding guidance is provided only as a recommendation. Departments are encouraged to state MQs as “desirable” qualifications when publically posting 096x and 095x positions.