

Assessing Education

Educational requirements in the minimum qualifications are used when specific job knowledge is necessary or when education is considered a likely substitute for skills acquired through direct work experience. For example, accounting or bookkeeping course work may be substituted for specific experience for the fiscal assistant classes.

The hiring authority should review education when a degree or course work was advertised as a qualification or when an applicant does not have enough work experience to qualify without considering educational background.

College degrees must be earned from an accredited institution in order to be counted toward qualifying for a position. All state schools are accredited. To verify accreditation, check with a representative from the Office of Admissions.

Determining College Credit Hours

When converting credit hours to years of college attended, 30 semester or trimester hours or 45 quarter hours equal one year. Use the chart below for information on how to calculate equivalent months of work experience by college credit hours.

| Semester Hours Earned | Quarter Hours Earned | Equivalent Months of Work Experience |
|------------------------------|-----------------------------|---|
| 2.5 | 3.75 | 1 |
| 5.0 | 7.50 | 2 |
| 7.5 | 11.25 | 3 |
| 10.0 | 15.00 | 4 |
| 12.5 | 18.75 | 5 |
| 15.0 | 22.5 | 6 |
| 17.5 | 26.25 | 7 |
| 20.0 | 30.00 | 8 |
| 22.5 | 33.75 | 9 |
| 25.0 | 37.50 | 10 |
| 27.5 | 41.25 | 11 |
| 30.0 | 45.00 | 12 |

Determining Credit for Vocational and Technical Schools

Vocational and/or technical schoolwork is usually calculated as classroom hours. It may substitute for experience when specifically designed as such in the class specification. The hours earned from business schools attended after high school are creditable only when specifically designated as such in the class specification.

| Classroom Hours | Equivalent Months of Experience |
|------------------------|--|
| 60 | 1 |
| 120 | 2 |
| 180 | 3 |
| 240 | 4 |
| 300 | 5 |
| 360 | 6 |
| 420 | 7 |
| 480 | 8 |

| | |
|-----|----|
| 540 | 9 |
| 600 | 10 |
| 660 | 11 |
| 720 | 12 |

Reviewing Foreign Education

If an applicant has a degree or education from a foreign school, it is acceptable to consider the applicant for the position. If the applicant becomes a finalist, Human Resources will request that an Admissions representative review the applicant's education for United States educational equivalency. Human Resources will use the review to determine if the applicant is or is not qualified for the position. Reviews are done by Admissions representatives as a courtesy and will not be conducted immediately. Human Resources will require a minimum of three days to complete a review.

Substituting Education for Experience

Some minimum qualifications are written with an educational requirement listed first, followed by an alternative that allows for work experience to substitute for education. If no alternative is listed, no substitution is allowed. Some class specifications limit how much education can be substituted for work experience.

Assessing Past Work Experience

To determine the length of work experience, look at the beginning and ending dates of a job by month and year. In assigning credit for months worked, subtract the starting date from the ending date. If the information regarding work experience is not consistent with the aforementioned calculation, refer below for various ways of calculating work experience given the differences in information that may be provided on the application.

If no day of the month is given, use the first day of each month to determine beginning and ending dates of employment. Refer below for examples of how to calculate credit for months worked.

| | | |
|------------------|---|------------------------|
| 6/99 - 6/01 | = | 24 months or two years |
| 6/00 - 5/01 | = | 11 months |
| 6/1/00 - 5/31/01 | = | 12 months or one year |

If the applicant only indicated the year of employment, give credit from December of the beginning year to January of the ending year. Subtract the starting date from the ending date. Refer below for examples of how to calculate credit for months worked.

| | | |
|-------------|---|----------------------|
| 1998 - 2001 | = | two years, one month |
| 2001 - 2002 | = | two months |

If the starting and ending dates include the day, month and year, calculate the months worked through the end of the starting year, add in the years in between, then calculate the month worked in the ending year. To receive credit for any month, the applicant must have worked at least 15 days in that month. Refer below for examples of how to calculate credit for months worked.

| | | |
|-----------------------------------|---|-----------------------------|
| 6/3/95 - 7/14/01 | | |
| Credit for June - Dec. 1995 | = | seven months |
| Credit for 1996 - 2000 | = | five years |
| Credit for January - June 2001 | = | six months |
| Total length of experience | = | six years, one month |

If no ending date is given for the most current job, use the date the application was signed. For resumes, use the date it was received.

Full-Time vs. Part-Time Work

To receive credit for full-time employment, an applicant must work at least 35 hours per week. Part-time experience is pro-rated, using 40 hours per week as "full-time" for computation. Refer below for an example of how to calculate full-time work credit.

20 hours per week for six months = three months of full-time work credit

If an applicant indicates hours worked as a range, such as 10-20 per week, give credit at the mid-point of the hours. Refer below for example of how to calculate credit for hours worked.

Hours varied from 10-20 per week = 15 hours credit

Simultaneous Employment

If an applicant worked two or more jobs simultaneously, experience in all of the jobs may be used to qualify the applicant for the job, provided the duties are appropriate to the job classification and can be verified. The actual hours worked in each job must be calculated.

Overtime Credit

Extra length of employment credit cannot be given for overtime worked in any one job. If an applicant has worked 50 hours per week, credit is given for 40 hours.

Internships/Cooperative Education/Volunteer and Trainee Work Experience

All of these are considered valid experience if they are relevant to the job at hand and if the applicant specifies the hours and dates worked.

Military Work Experience

Military work experience is considered valid if substantiated with discharge documentation (DD-214). In some cases, military experience is so diverse that granting full-time credit for it would be inappropriate. Under these circumstances, contact Human Resources for assistance.