

REQUIRED MINIMUM QUALIFICATIONS FOR CLASSES IN MULTI-SOURCE

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
ACCOUNTING TECHNICIAN	Judy Pearson	10/30/02	<p>Knowledge of Generally Accepted Accounting Principles (GAAP) sufficient to analyze, interpret, and prepare financial information, records and reports; locate errors; and recommend solutions to procedural or other fiscal problems.</p> <p>Knowledge of the Minnesota Accounting and Procurement System (MAPS), or other private or governmental accounting system, sufficient to query and compile records and reports, and assist with preparation and maintenance of spending plans, financial status reports and budget requests.</p> <p>Working knowledge of electronic spreadsheets, word processing software, computers and other office equipment such as calculators.</p> <p>Mathematics skills sufficient to calculate, review and reconcile data and balance accounts.</p> <p>Ability to design, interpret and explain work procedures and operations and provide advice on fiscal policies and procedures.</p> <p>Ability to read and write a variety of materials in English.</p>
ADDRESSING MACHINE TECHNICIAN	Bette Chisholm	10/2005	<p>Knowledge of ink jet and in-line tabbing machines sufficient to set up, operate and make adjustments and minor repairs to correct equipment malfunctions.</p> <p>Knowledge of postage rates and requirements for presort and automated mail in order to be processed by the U.S. Post Office.</p>
ANIMAL HEALTH TECHNICIAN	Eric Swensson	8/12/2004	<p>To be considered minimally qualified for this vacancy, you must possess current certification as a Veterinary Technician (VT) or able to attain certification within 6 months of hire, AND</p> <ul style="list-style-type: none"> - 6 months experience as a Veterinary Technician at a zoo, aquarium, or related exotic animal facility, OR; - 6 months experience as a Veterinary Technician in a veterinary practice, animal research facility or clinical pathology laboratory working with biological specimens, and completion of a Veterinary Technician internship at a zoo, aquarium or other exotic animal facility. <p>NOTE: Relevant experience must be included in last two years of experience.</p>
ARCHITECTURAL DRAFTING TECHNICIAN 2	Bette Chisholm	Pending 7/6/04	Associate of Arts degree in architectural, mechanical or electrical drafting or two years of architectural, mechanical or electrical drafting experience.

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ARCHITECTURAL DRAFTING TECHNICIAN 2-Computer Aided Design (CAD)	Bette Chisholm	7/2/04	Completion of a two-year college or vocational-technical program in architectural, architectural interior, electrical or mechanical drafting/design or two years of experience in architectural, architectural interior, electrical or mechanical drafting/design. Skills in using CAD software, including AutoCAD, to create interior designs/drawings from customer concepts/requirements. Skills in estimating time and materials for CAD production. The ability to negotiate and develop and maintain effective working relationships with customers and staff.
ARCHITECTURAL DRAFTING TECHNICIAN 3	Bette Chisholm	6/1/01	Associate of Arts degree in architectural, mechanical or electrical drafting plus one year of architectural CADD drafting experience OR five years of architectural CADD drafting experience.
AREA TERMINAL PRODUCE INSPECTOR	Judy Pearson	10/16/08	To be qualified for this position, you must meet all of the following minimum qualifications: 1) Must possess a valid USDA Authorization Card to inspect interstate/intrastate shipments of fruits and vegetables OR Currently be a USDA-AMS Fruit and Vegetable ACG inspecting interstate/intrastate shipments of fruits and vegetables. 2) Must possess and maintain a good working knowledge of state and federal laws, rules and regulations and instructions for grading produce. 3) Have knowledge of appearance and characteristics for all types of fruits and vegetables. 4) Have knowledge of the effects that insects, diseases, transportation, storage and the environment have on fresh produce. 5) Have knowledge of trade methods and practices used by producers, shippers and buyers. 6) Good communication skills. 7) Must possess and maintain a valid driver's license.

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ARTS SCHOOL RESIDENCE COORDINATOR	Judy Pearson	9/10/2007	<p>*One year of paid or volunteer experience overseeing elementary, junior or senior high, or college youth which involved responsibility for planning and directing activities and ensuring the health and safety of participants (e.g., teacher, camp counselor, church group leader); OR an associate degree in related areas such as education, child care, health care, or social service.</p> <p>*Knowledge of basic first aid techniques.</p> <p>*CPR training.</p> <p>*Ability to prepare incident reports and maintain log records accurately.</p> <p>*Ability to communicate effectively, orally and in writing, with adolescents, parents, community resource people, and other staff.</p> <p>*Knowledge of adolescent physical and social development sufficient to understand and respond to students' needs and concerns.</p>
ATHLETIC EQUIPMENT MANAGER	Judy Pearson	4/26/2005	<ul style="list-style-type: none"> - Knowledge of athletic equipment and its maintenance/repair - Ability to keep records and perform clerical functions and math calculations sufficient to order supplies and complete inventories - Ability to provide lead work direction and training to other staff - Ability to perform a variety of physical tasks, lift and carry materials weighing 40-60 lbs (and occasionally more), and work in inclement weather conditions when necessary
AUDIO VISUAL EDUC SPEC	Judy Pearson	08/04/03	<p>Knowledge of analog and digital video, audio and graphic equipment sufficient to produce original multi-media materials.</p> <p>Knowledge of photographic composition, special effects and camera techniques sufficient to produce original multi-media materials.</p> <p>Knowledge of a wide range of audio visual equipment sufficient to operate, service and maintain it.</p> <p>Ability to keep inventory and production records and prepare reports.</p> <p>Communication skills sufficient to provide training and technical assistance to students and staff.</p>

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AUDIO VISUAL TECHNICIAN	Judy Pearson	08/04/03	<p>Knowledge of a wide range of audio visual equipment (both analog and digital) sufficient to operate, service and maintain it.</p> <p>Knowledge of audio visual software sufficient to assist students and staff with the production of a range of instructional aids and communications information, including converting and combining video, sound and graphics between digital and analog media.</p> <p>Ability to develop and maintain schedules, inventories and records.</p> <p>Communication skills sufficient to provide training and technical assistance to students and staff.</p>
AUTO PARTS TECHNICIAN	Ron Maas	9/05/02	<p>Knowledge of purchasing or inventory processes and practices using an automated purchasing system or an automated inventory management system in an automotive/heavy equipment wholesale or retail environment sufficient to fill customers' requests; work with vendors to order parts, services and materials; complete shipping and receiving activities; and conduct annual inventories and cycle counts.</p>
AUTOMOBILE MECHANIC	Ron Maas	12/16/2004	<p>Post-secondary or industry certificate/diploma/degree in Automotive Technology; OR 2 years of work experience as a mechanic in Automotive Technology Or equivalent National Institute for Automotive Service Excellence (ASE) Certification</p>
AUTOMOTIVE TECHNICIAN	Bette Chisholm	1/26/2007	<p>*Experience or vocational training in automotive technology sufficient to:</p> <ul style="list-style-type: none"> perform minor maintenance and installation of accessories; use precision measuring instruments to analyze defects, and repair or replace parts and equipment; use hand tools to diagnose equipment repair problems;. <p>*Ability to understand and follow verbal and written instructions.</p> <p>*Ability to read and comprehend instruction manuals, and maintain written records.</p> <p>Must possess a commercial driver's license (Class A or B, depending on agency fleet requirements).</p>

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BEHAVIOR MODIFICATION ASSISTANT	Ann Phoenix	10/10/02	>>>> knowledge of behavior modification theory/techniques sufficient to design and/or implement behavior management components of treatment plans >>>> knowledge of mental retardation and behavior problems sufficient to understand the physical and psychological limitations they put on human development >>>> ability to read and write English sufficient to understand and follow directions, assist in the delivery of client programs, and write instructions for subordinate staff >>>> ability to collect and summarize data sufficient to document program delivery and client progress by observing and charting behaviors and measuring the duration and frequency of inappropriate behavior >>>> knowledge of therapeutic intervention techniques sufficient to control aggressive or violent behavior >>>> ability to provide ongoing work direction and training to other staff >>>> ability to perform basic health care procedures, such as taking vital signs and administering medications
BENEFIT RECOVERY SPECIALIST	Ann Phoenix	9/25/02	>>>> ability to read, comprehend, speak and write English >>>> knowledge of claims processes, insurance billing, and private insurance policies sufficient to investigate claims, make adjustments, and recover overpayments made to providers >>>> ability to administer and apply policies, procedures, and systems sufficient to analyze and maintain data relating to cost avoidance and post payment recovery of third party liability (TPL) available to Minnesota Health Care Programs enrollees >>>> problem solving skills sufficient to investigate complex claims and analyze insurance data for cost avoidance and payment recovery activities >>>> ability to analyze customer situations, conduct research, and apply the appropriate policies and procedures to make decisions >>>> customer service skills sufficient to assist program enrollees, department and county staffs, health care providers, and insurance representatives >>>> oral and written communications skills sufficient to exchange information, resolve issues, and answer questions >>>> human relations skills sufficient to interact with a wide variety of customers

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BENEFIT RECOVERY TECH	Ann Phoenix	9/25/02	<p>>>> ability to read, comprehend, speak and write English</p> <p>>>> knowledge of claims processes, insurance billing, or private insurance policies sufficient to investigate claims, make adjustments, and recover overpayments made to providers</p> <p>>>> problem solving skills sufficient to identify, investigate, and resolve benefit recovery issues</p> <p>>>> customer service skills sufficient to assist program enrollees, department and county staffs, health care providers, and insurance representatives</p> <p>>>> oral and written communications skills sufficient to exchange information, resolve issues, and answer questions</p> <p>>>> human relations skills sufficient to interact with a wide variety of customers</p> <p>>>> ability to enter and maintain data in a large automated computer system</p>
BUILDING MAINTENANCE COORDINATOR	Ron Maas	8/8/2007	<p>Ability to read and understand construction documents, plans, maps and project specifications.</p> <p>Knowledge of construction techniques, sequencing of work and a broad understanding of basic construction principles, along with a basic understanding of mechanical and electrical systems design and operation is required.</p> <p>Oral and written communication and human relations skills sufficient to communicate effectively with Administration staff and management, contractors, vendors, and customers working in or supporting the buildings managed by Plant Management.</p>
BUILDING MAINTENANCE LEAD WORKER	Ron Maas	3/10/03	<p>Knowledge of the principles of leadwork sufficient to plan, direct, monitor and review the work of groups of craftsmen, helpers, laborers and other maintenance personnel. Knowledge of the methods, practices, equipment and materials used in minor new construction, maintenance, repair or renovation of various types of state buildings and other structures sufficient to complete assignments in a safe, efficient and timely manner.</p> <p>Ability to make simple sketches and computations sufficient to estimate and requisition materials for projects.</p> <p>Ability to maintain work records and to make reports sufficient to report subordinates' hours and to assist in computing maintenance costs.</p> <p>Some positions may require a knowledge of the operations and maintenance of heating and other power plant equipment sufficient to operate and maintain equipment.</p>

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BUILDING SERVICES LEAD	Eric Swensson	3/31/2003	<p>Knowledge of principles of leadwork sufficient to plan, direct, provide training for, monitor and review the work of subordinates.</p> <p>Knowledge of different types of flooring sufficient to determine proper methods of maintenance.</p> <p>Knowledge of chemical cleaning agents sufficient to appropriately select the agent(s), handle and apply, and dispose of safely.</p> <p>Knowledge of methods, tools and equipment used in maintenance sufficient to operate safely, demonstrate effectively and make minor repairs or direct repairs.</p> <p>Ability to keep records and perform clerical functions and math calculations sufficient to order supplies and complete inventories.</p> <p>Ability to read and understand written materials such as instruction manuals, and procedure and policy information.</p> <p>Ability to perform a variety of physical tasks, lift and carry materials weighing 40-60 lbs (and occasionally more), and work in inclement weather conditions when necessary.</p>
BUILDING UTILITIES MECHANIC	Ron Maas	8/17/04	<p>(NOTE TO HR STAFF: you must choose a class option that corresponds to the license required for your vacancy. Choose one license for your vacancy and delete the other two licenses.) Current license as a Journey level Plumber, or a Minnesota Class A Journey Electrician or a valid steam engineer's license of the class required by law for the vacant position. Knowledge and skills in the methods, materials, tools and equipment used in trades work sufficient to assist skilled trades staff in the completion of assigned projects. Ability to perform semi-skilled trades work sufficient to complete minor trades plumbing, electrical, HVAC, and/or electrical systems and equipment. Ability to perform minor repairs and adjustments to machinery and equipment including the general maintenance and minor repairs of buildings. Ability to understand and follow verbal and written instructions sufficient to interpret and carry out assignments in a safe and efficient manner. Skills in using hand and power tools and other trades equipment. Knowledge of occupational hazards and safety measures related to trades work sufficient to safely and efficiently perform the job duties. Some positions may require the ability to provide work direction to unskilled helpers.</p>
CABINET MAKER	Bette Chisholm	9/22/05	<p>Completion of an approved three-year apprenticeship program in cabinet making OR Three years of full-time experience as a cabinet maker OR Completion of an approved 3 1/2 year apprenticeship program in Carpentry AND 1 year of subsequent work experience as a cabinet maker OR Three and one-half years of full-time experience as a carpenter (including both rough and finish work) AND one year of experience as a cabinet maker.</p> <p>Vocational-technical training in cabinet making may substitute on a month-for-month basis for this requirement.</p>

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CAMPUS SECURITY OFFICER	Judy Pearson	8/17/04 amended 7/19/2006 RLM	At least two (2) years of experience as a Security Patrol Officer, Crime Prevention Officer, or Peace Officer. Associate's degree in Law Enforcement, Paralegal or related field may substitute for 1 year of experience; Bachelor's degree in above areas may substitute for 2 years of experience
CARPENTER	Bette Chisholm	3/26/03	<p>Completion of an approved apprenticeship in carpentry OR three and one-half years experience as a carpenter, OR Two-year vocational/technical program in carpentry, plus two years of experience as a carpenter, OR one year of vocational/technical program in carpentry, plus three years of experience as a carpenter. If you have completed an apprenticeship, you must provide the date of completion.</p> <p>All experience must include rough and finish carpentry to qualify. Carpentry skills will be assessed against the standards listed below.</p> <p>Ability to read and understanding construction, remodeling and repair project plans, blueprints, and specifications sufficient to draft, interpret, modify, and follow to complete new construction, remodeling, and other carpentry projects; by following standard construction practices of the carpentry trade.</p> <p>Ability to build, repair, and install cabinets, Formica, floors, windows and door frames, ceilings, interior trim, steel stud framing, furniture, fixtures, etc. sufficient to complete skilled finish and rough carpentry projects in the construction, maintenance, and repair of buildings and wood structures.</p> <p>Ability to operate hand and power carpentry tools and equipment sufficient to build, remodel and repair buildings, wood structures, furniture, etc. and to ensure their safe and efficient operation to prevent injury, by inspecting the equipment daily and replacing worn parts; by sharpening blades and edges of hand and power tools; and by repairing or arranging for the repair of damaged or broken equipment.</p> <p>Skills in record keeping sufficient to collect and report data and document and maintain an inventory of hand and power tools. Knowledge of shop math sufficient to estimate labor and material cost for planned projects, ability to requisition and select the necessary equipment and materials for completing construction projects. Organizational skills sufficient to plan and coordinate work activities and to prioritize, schedule and report on the progress of carpentry projects.</p> <p>Oral communication skills sufficient to instruct and monitor the carpentry work of lesser-skilled employees, inmates, and residents and to train and direct them during the project, instructing on the appropriate use of equipment/tool use and carpentry techniques, by inspecting the quality of work performed by others, by providing constructive feedback on work performance, and by recording hours worked, materials and equipment used.</p>

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CARPENTER LEAD	Ron Maas	8/03	<p>Completion of an approved apprenticeship in carpentry OR three and one-half years experience as a carpenter, AND either 6 months experience as a supervisor/lead carpenter OR an extra 1 year of experience as a carpenter. If you have completed an apprenticeship, you must provide the date of completion. All experience must include rough and finish carpentry to qualify. Carpentry skills will be assessed against the standards listed below.</p> <p>Ability to read and understanding construction, remodeling and repair project plans, blueprints, and specifications sufficient to draft, interpret, modify, and follow to complete new construction, remodeling, and other carpentry projects; by following standard construction practices of the carpentry trade.</p> <p>Ability to build, repair, and install cabinets, Formica, floors, windows and door frames, ceilings, interior trim, steel stud framing, furniture, fixtures, etc. sufficient to complete skilled finish and rough carpentry projects in the construction, maintenance, and repair of buildings and wood structures.</p> <p>Ability to operate hand and power carpentry tools and equipment sufficient to build, remodel and repair buildings, wood structures, furniture, etc. and to ensure their safe and efficient operation to prevent injury, by inspecting the equipment daily and replacing worn parts; by sharpening blades and edges of hand and power tools; and by repairing or arranging for the repair of damaged or broken equipment. Skills in record keeping sufficient to collect and report data and document and maintain an inventory of hand and power tools. Knowledge of shop math sufficient to estimate labor and material cost for planned projects, ability to requisition and select the necessary equipment and materials for completing construction projects. Organizational skills sufficient to plan and coordinate work activities and to prioritize, schedule and report on the progress of carpentry projects. Oral communication skills sufficient to instruct and monitor the carpentry work of lesser-skilled employees, inmates, and residents and to train and direct them during the project, instructing on the appropriate use of equipment/tool use and carpentry techniques, by inspecting the quality of work performed by others, by providing constructive feedback on work performance, and by recording hours worked, materials and equipment used.</p>
CERTIFIED OCCUPATIONAL THERAPY ASSISTANT 1	Ann Phoenix	3/22/05 Revised 10/5/05 per DHS to remove education requirement [Phoenix]	certification as a Certified Occupational Therapy Assistant

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CERTIFIED OCCUPATIONAL THERAPY ASSISTANT 2	Ann Phoenix	<p>1/13/03</p> <p>Revised 3/22/05 to add 1 year of COTA experience, per DHS.</p> <p>Revised 1/5/05 per DHS to remove education requirement. [Phoenix]</p>	<p>certification as a Certified Occupational Therapy Assistant</p> <p>1 year of experience as a Certified Occupational Therapy Assistant</p> <p>human relations skills sufficient to establish rapport with clients, their families and service providers</p> <p>knowledge of</p> <ul style="list-style-type: none"> >> occupational therapy techniques and procedures sufficient to design and implement therapy goals and programs to improve clients' functional skill levels >> rules, regulations, policies and procedures governing the delivery of occupational therapy sufficient to protect the rights and safety of clients >> occupational therapy equipment and supplies sufficient to select, adapt, and maintain equipment to meet clients' specific needs and limitations >> mental and physical limitations of client groups served, sufficient to design appropriate goals and program activities >> medications and their side effects sufficient to understand their impact on the capabilities of clients >> transfer techniques sufficient to safely lift, move and position clients <p>ability to</p> <ul style="list-style-type: none"> >> perform basic health care procedures, such as taking vital signs and administering medications >> provide direct care services and support to clients sufficient to ensure they are well fed, cared for, in good health, and included in decisions, as appropriate <p>VB USER: if your position has specific physical requirements beyond those inherent in the stated Minimum Qualifications and job duties, make sure you include them. DELETE THIS MESSAGE.</p>
<p>CHEMICAL DEPENDENCY COUNSELOR</p> <p>NOTE: DO NOT USE THIS CLASS IN DHS</p>	Ann Phoenix	1/13/03	<p>Knowledge of treatment processes sufficient to read and implement individual treatment plans.</p> <p>Knowledge of Alcohol Anonymous principles sufficient to provide support and assistance to clients.</p> <p>Ability to observe, track and document client progress and prepare client reports.</p> <p>Ability to read and write English sufficient to understand and follow directions, assist in the delivery of client programs, and assist professionals in the delivery of small group therapy.</p> <p>Skill in human relations sufficient to establish rapport with clients and their families.</p> <p>For some positions, certification as a chemical dependency counselor, per Rule 35 standards.</p> <p>A position may also have specific physical requirements beyond those inherent in the stated Minimum Qualifications and job duties.</p>

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CHEMICAL DEPENDENCY COUNSELOR SENIOR	Ann Phoenix	1/3/03 Revised 7/06	<p>MQs</p> <p>To qualify, you must meet the requirements of licensing rule (9530.6450) and be ___at least 18 years old at the time of hire and ___free of chemical use problems for at least the two years immediately preceding hire;</p> <p>AND have ___a Bachelor's degree in Chemical Health from an accredited school or program or ___completed a formal Chemical Dependency Training Program which includes at least 270 hours of training plus one year of supervised experience as an alcohol and drug counselor either as a student or a staff member.</p>
CHEMICAL DEPENDENCY PROGRAM ASSISTANT	Ann Phoenix	10/10/02	<p>Ability to read and write English sufficient to record client history and document client physical and behavioral information on medical charts.</p> <p>Ability to lead recreational activities for clients.</p> <p>Knowledge of treatment processes sufficient to read and assist with the implementation of individual treatment plans, explain program objectives to clients and facilitate group discussions.</p> <p>Knowledge of Alcoholics Anonymous principles sufficient to orient new clients to the program.</p> <p>Knowledge of standard psychological tests sufficient to administer and score them for interpretation by professional staff.</p>
CHILD CARE CENTER AIDE	Judy Pearson	4/26/2005	<p>To qualify, you must have a combination of experience and education sufficient to meet the requirements for Child Care Center Assistant Teachers as outlined in Minnesota Rules Chapter 9503-0033. For specifics, visit the Office of the Revisor of Statutes website at http://www.revisor.leg.state.mn.us/arule/9503/0033.html.</p>
CHILD CARE CENTER ASSISTANT	Judy Pearson	4/26/05	<p>To qualify, you must have a combination of experience and education sufficient to meet the requirements for Child Care Center Teachers as outlined in Minnesota Rules Chapter 9503-0032. For specifics, visit the Office of the visor of Statutes website at http://www.revisor.leg.state.mn.us/arule/9503/0032.html.</p>

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CHILD CARE CENTER COORDINATOR 1	Judy Pearson	2/7/05	<p>Note to HR Staff: You must select one of the following two choices. If the incumbent will be a director <u>and</u> teacher, select #1. If the incumbent will be a director only, select #2.</p> <p>1. To qualify, you must have a combination of experience and education sufficient to meet the requirements for Directors outlined in Minnesota Rules 9503-0031 (for specifics, visit the Office of the Revisor of Statutes website at http://www.revisor.leg.state.mn.us/arule/9503/0031.html) and the requirements for Teachers outlined in Minnesota Rules Chapter 9503-0032 (at http://www.revisor.leg.state.mn.us/arule/9503/0032.html).</p> <p>2. To qualify, you must have a combination of experience and education sufficient to meet the requirements for Directors outlined in Minnesota Rules Chapter 9503-0031. For specifics, visit the Office of the Revisor of Statutes website at http://www.revisor.leg.state.mn.us/arule/9503/0031.html.</p>
COLLEGE LAB ASST 1	Judy Pearson	1/16/03	<p><u>Academic Program Options:</u> Post-secondary coursework in (insert option title*) sufficient to provide technical lab services for students, faculty, and staff, OR 6 months of teaching/tutoring experience in (insert option title*) at the high school level or above, OR An equivalent combination of education and work experience.</p> <p><u>Technical/Career Program Options</u> Post-secondary or industry certificate/diploma/degree or relevant licensure in (insert option title*); OR 6 months of teaching/tutoring experience in (insert option title*) at the high school level or above; OR 2 years of work experience in (insert option title*) - no degree/certificate/diploma/licensure required; OR An equivalent combination of education and work experience.</p>

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COLLEGE LAB ASSISTANT 2	Judy Pearson	1/16/03	<p><u>Academic Program Options</u> Associate or higher degree in (insert option title*); AND 1 academic year of teaching/tutoring experience in (insert option title*) at the high school level or above; OR An equivalent combination of education and work experience.</p> <p><u>Technical/Career Program Options</u> A. Post-secondary or industry certificate/diploma/degree or relevant licensure in (insert option title*); AND One year of teaching/tutoring experience in (insert option title*) at the high school level or above. OR B. 4 years of work experience in (insert option title*) – no degree/certification/diploma/licensure required; OR C. An equivalent combination of education and work experience.</p>
COOK	Judy Pearson	5/23/02	<p>Knowledge of large-scale cooking methods and equipment sufficient to prepare and serve food for a large number of people and adjust recipes to accommodate different numbers of people. Knowledge of food values and nutrition sufficient to prepare items from standard recipes. Some facilities require the ability to prepare special medical diets. Knowledge of health and safety principles involved in food preparation operations sufficient to prepare and serve safe and healthy meals. Ability to follow oral instructions and read and comprehend written instructions. Ability to occasionally lift 50 pounds.</p>
COOK COORDINATOR	Ron Maas	9/17/2004	<p>One year of experience as a cook in a large restaurant, cafeteria, school, hospital, or equivalent experience in large volume cooking and food preparation; or completion of a 9-month or longer full-time vocational/technical school program in commercial cooking or commercial food preparation. (NOTE: Completion of a 9 month or longer vocational/technical school program in commercial baking will substitute for 6 months of experience as a cook, as listed above.) (see next page) <u>OR Three years</u> experience as a baker in a commercial bakery, large restaurant, cafeteria, school, hospital, or equivalent experience in large volume baking.</p>

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CORRECTIONS CHIEF COOK	Bette Chisholm	10/25/04	<p>Two years experience as a Cook Supervisor or equivalent supervisory/leadwork experience in large scale food preparation in a restaurant, cafeteria, school, hospital, or other large institution, which includes responsibility for training and directing food service employees. Completion of a vocational school program (nine months or more) in commercial cooking, institutional food preparation or equivalent may be substituted for one year experience.</p> <p><OR></p> <p>Four years as a cook, baker or equivalent large scale food preparation experience in a restaurant, cafeteria, school, hospital or other large institution with at least one year of that time providing supervision or leadwork to subordinate workers. Completion of a vocational school program (nine months or more) in commercial cooking, institutional food preparation or equivalent may be substituted for one year experience.</p> <p>Ability to keep records sufficient to record daily food temperatures, offender counts, program staff, complimentary and paid staff meals.</p> <p>Ability to keep inventory sufficient to keep control of Class I tools, food products and supplies.</p> <p>Verbal and written communication skills sufficient to instruct offenders in the proper handling and preparation of meals and to maintain a high level of efficiency within food service area.</p> <p>Writing skills sufficient to write reports as necessary.</p> <p>Preferred qualifications:</p> <p>Basic computer skills sufficient to update information and records.</p>

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CORRECTIONS ELECTRONICS SYSTEM SPECIALIST	Bette Chisholm	11/2/2005	<p>Three years work experience in installing, calibrating, configuring, maintaining and repairing electronics equipment. Two of the three years of work experience must have been obtained within the last ten years.</p> <p>NOTE: Completion of a one-year vocational/technical program in electronics technology or a related field may be substituted for six months of work experience. Completion of a two-year vocational/technical program (e.g. Associate in Applied Science degree) in electronics technology or a related field may be substituted for one year of work experience.</p> <p>Knowledge of standard practices, materials, test equipment, and tools used to construct, install, calibrate, configure, troubleshoot, repair and maintain complex electronics equipment sufficient to assure safe, efficient and reliable equipment operation.</p> <p>Basic knowledge of computer network administration sufficient to install and configure computer hardware and software; troubleshoot hardware, software and network problems; and assign user passwords and appropriate levels of access.</p> <p>Skills in using a personal computer and software tools to troubleshoot electronics equipment and computer network problems for building, security and communication systems.</p> <p>Ability to independently troubleshoot, identify and correct problems with computer software and hardware and electronics equipment through computer diagnosis and/or with electronics test equipment and by implementing software and hardware modifications and electronics repairs.</p> <p>Ability to perform routine programming using computer software that controls electronic security devices.</p> <p>Ability to understand and follow oral and written instructions sufficient to independently carry out required installation, maintenance and repair.</p> <p>Ability to read and interpret detailed technical information and effectively communicates technical information to non-technical staff.</p> <p>Some positions may require a Power Limited Technician license or the ability</p>

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CORRECTIONS MANUFACTURING SPECIALIST-AUTO BODY	Bette Chisholm	5/26/04	Experience in auto body repair, including metal fabrication, body repair, welding, minor mechanical repair, unitized structure repair, fiberglass, automotive painting and plastic parts repair. Communication and human relations skills sufficient to provide work direction, evaluation, instruction and motivation to offender workers. Class B drivers license.
CORRECTIONS MANUFACTURING SPECIALIST-LIGHT ASSEMBLY	John Carlson	10/25/2006	<ul style="list-style-type: none"> * Training methods sufficient to explain and demonstrate work tasks so that offender workers understand and learn their assigned jobs. * Data entry equipment such as keyboard and terminal. * Basic mathematics sufficient to estimate production costs, time and raw materials. * Health and safety standards sufficient to ensure compliance with OSHA standards and fire and safety rules. * Oral communication skills sufficient to train, direct, and motivate workers and to establish and maintain effective working relationships with other production areas, vendors, and customers. * Written communication skills sufficient to clearly and concisely complete instructions and reports.
CORRECTIONS MANUFACTURING SPECIALIST-ENGR & DRAFT	Mary Jo Erickson	4/04/06	<p>Completion of a vocational or higher education program in Mechanical Design that includes Computer Aided Design. AND</p> <p>Two years experience supervising entry-level to journey-level engineering or drafting employees in computer-aided design of products, and all aspects of an industrial metal products engineering department, such as layout and design work, fixture design, AutoCAD, Cad Key, and CNC programming, assembly drawings, piece part drawings, preparation of bills of materials; and documentation and demonstrated computer literacy, including the ability to use widely ranging software packages such as word processing, spreadsheet, presentation, etc.</p> <p>OR</p> <p>Three years Journey-level experience in all phases of metal products drafting and design; and demonstrated computer literacy, including the ability to use widely ranging software packages such as word processing, spreadsheet, and presentation software, as well as AutoCAD, Cad Key, and CNC programming.</p>

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CORRECTIONS MANUFACTURING SPECIALIST - GRAPHICS	Lenore Vogt	4/13/2006	<p>Two years of experience directing the work of subordinate workers in a print production setting. Experience should include skills in the following areas: Operation and maintenance of printing and graphics equipment; Working knowledge of direct to plate imaging, process color and all bindery operations such as folders, spiral binding and padding; Knowledge of offset presses, layout, design, illustration, typesetting, keylining, color coordination and reproduction printing methods to produce camera-ready documents; and knowledge of Hazardous Waste Management.</p> <p>Skills in using Graphic Arts software packages. Ability to analyze and maintain inventory levels to ensure adequate inventory to enable shipment to go out as ordered.</p> <p>Knowledge of quality control of print products to ensure that all product is ready at the time promised for delivery. Ability to prioritize and schedule work to ensure product is ready at time promised. Customer service skills sufficient to effectively and diplomatically deal with customers complaints and inquiries and to ensure customer satisfaction.</p> <p>Ability to perform cost estimating and price estimating functions that factor in production costs and raw materials usage necessary to complete work orders.</p>
CORRECTIONS MANUFACTURING SPECIALIST-LIGHT MANUFACTURING	Bette Chisholm	8/24/2004	<p>One year of experience directing the work of subordinate workers in a manufacturing or industrial setting.</p> <p>Experience in cost and project estimating to develop pricing, negotiate discounts and contracts and resolve claims.</p> <p>Knowledge of manufacturing sufficient to demonstrate understanding of processes and equipment.</p> <p>Ability to prioritize and schedule work to ensure product is ready at time promised.</p> <p>Basic personal computer skills, including e-mail software and word processing skills sufficient to communicate with supervisors, customers and vendors; and to maintain records and complete reports.</p> <p>Interpersonal skills sufficient to effectively coordinate work with other departments and agencies.</p> <p>Customer service skills to effectively and diplomatically deal with customer complaints and inquiries and to ensure customer satisfaction.</p> <p>Preferred Qualifications:</p> <p>Experience supervising incarcerated offenders.</p> <p>Knowledge of MINNCOR's product lines, such as print production and estimating, logistics, signage, or sewing.</p> <p>Experience with computerized estimating programs/systems.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
CORRECTIONS MANUFACTURING SPECIALIST-LIGHT MANUFACTURING	Bette Chisholm	6/21/2004	Note: this is for License Plates option : Two years of experience in sheet metal fabrication. Strong human relations and oral communication skills sufficient to provide lead work direction, evaluation, instruction and motivation to offender workers.
CORRECTIONS MANUFACTURING SPECIALIST- MECHANICAL	Bette Chisholm	7/24/2006	(A) Two years experience supervising entry-level to journey-level employees in a metal manufacturing shop with responsibility of maintaining and repairing metal manufacturing production equipment (set up, and hands on maintenance care of hydraulic, pneumatic, mechanical, electrical and machining equipment), metal cutting, shearing, bending punching, forming, machining, welding, painting of metal products and maintaining maintenance records on equipment. OR (B) Three years Journey-level experience in a metal fabricating/machining shop with responsibility of maintaining and repairing metal manufacturing production equipment (set up, and hands on maintenance care of hydraulic, pneumatic, mechanical, electrical and machining equipment), metal cutting, shearing, bending, punching, forming, machining, welding, painting of metal products and keeping maintenance records on equipment. Completion of a vocational or higher education program relating to Metal Fabrication may be used to substitute for six (6) months of (A)-level or one (1) year of (B)-level experience.
CORRECTIONS MANUFACTURING SPECIALIST-SALES & SERVICE	Bette Chisholm	Pending 7/6/04	Experience working in a manufacturing setting coordinating multiple areas associated with manufacturing including customer relations, production, sales and product transportation. Experience analyzing and maintaining inventory levels to ensure adequate inventory to enable shipment to go out as ordered. Experience overseeing quality control of manufactured products to ensure that all product is ready at the time promised for delivery. Ability to prioritize work load to ensure product is ready at time promised. Basic personal computer skills including e-mail software skills. Customer service skills to effectively and diplomatically deal with customers complaints and inquiries and to ensure customer satisfaction. Ability to train and direct the work of others.

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
CORRECTIONS MANUFACTURING SPECIALIST-TOOL & DIE	Bette Chisholm	2/18/2004	<p>Two or more years Journeyman-level experience in all of the following areas: CNC (computer numerical control) operation and programming; quality control in metal fabrication; forecasting production schedules in a machine shop; design of tooling fixtures and metal fabrication dies.</p> <p>Completion of a two-year Machine Tool Technology/Tool and Die Machining Program at a Technical College or a diploma in Tool and Die Machining can be substituted for six months of experience.</p>
CORRECTIONS MANUFACTURING SPECIALIST-TRANSPORTATION WAREHOUSE	Bette Chisholm	8/30/04	<p>1 year experience directing the work of subordinate workers in all facets of production, warehousing, purchasing, transporting or arranging the delivery of products sufficient to manage the work flow of orders, ensuring quality control of orders, receiving and inspecting incoming products; conducting inventory counts and managing inventory levels.</p> <p>Ability to prioritize and schedule work to ensure product meets delivery deadline.</p> <p>Basic personal computer skills sufficient to communicate with supervisors, customers and vendors and to maintain records and complete reports.</p> <p>Interpersonal skills sufficient to effectively coordinate work with other departments and agencies.</p> <p>Customer service skills to effectively and diplomatically deal with customers complaints and inquiries and to ensure customer satisfaction.</p> <p>Some positions require possession of a Class B License at the time of hire and/or at the time of certification.</p>
CORRECTIONS MANUFACTURING SPECIALIST-UPHOLSTERY	Bette Chisholm	10/16/06	<p>One year experience directing the work of subordinate workers in a production environment.</p> <p>Experience in cost and project estimating to develop pricing and resolve claims.</p> <p>Upholstery experience sufficient to demonstrate knowledge of upholstery processes and equipment (i.e. sewing, frame repair, finishing touch-up).</p> <p>Ability to meet goals and deadlines and to prioritize and schedule work to ensure product is ready at time promised.</p> <p>Inventory experience sufficient to track and order inventory.</p> <p>Basic personal computer skills, including e-mail software skills, sufficient to communicate with supervisors, customers and vendors and to maintain records and complete reports.</p> <p>Interpersonal skills sufficient to effectively coordinate work with other departments and agencies.</p> <p>Customer service skills to effectively and diplomatically deal with customer's complaints and inquiries and to ensure customer's satisfaction.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
CORRECTIONS MANUFACTURING SPECIALIST-WOOD	Bette Chisholm	1/12/2006	<p>2 years experience directing the work of others in all facets of a wood industry production operation including setting up and operating woodworking equipment i.e., power saws, shapers, planers, jointers, etc., using various wood types and grades of lumber with different specifications; building prototypes; establishing production standards; product preparation and finish application i.e., stain, paint, lacquer, etc.; and plastic laminate procedures and techniques.</p> <p>Knowledge of warehousing, purchasing, transporting or arranging the delivery of products sufficient to manage the work flow of orders, ensuring quality control of orders, receiving and inspecting incoming products; conducting inventory counts and managing inventory levels.</p> <p>Knowledge of health and safety hazards in an industrial setting.</p> <p>Ability to organize and supervise individual components of the productions process and read and interpret job specifications of the manufacturing shop.</p> <p>Ability to estimate costs, time and materials, and to prepare written reports.</p> <p>Ability to establish and prioritize and schedule work to ensure product meets delivery deadline.</p> <p>Basic personal computer skills sufficient to communicate with supervisors, customers and vendors and to maintain records and complete reports.</p> <p>Interpersonal skills sufficient to effectively coordinate work with other departments and agencies and maintain effective working relationships with other shops, vendors and customers.</p> <p>Customers service skills to effectively and diplomatically deal with customer's complaints and inquiries and to ensure customer satisfaction.</p> <p>Ability to operate wood working equipment, including CNC operated saws, routers, and molders.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
CORRECTIONS TEACHING ASSISTANT	Bette Chisholm	11/8/02	<p>High school diploma or General Educational Development (GED) diploma.</p> <p>Ability to effectively operate a calculator, television, VCR, tape player, photocopy machine and fax machine.</p> <p>Demonstrated computer and computer software skills, including e-mail, presentation and word processing software skills and skills in managing information using database and spreadsheet software. (NOTE TO MANAGERS/HR: Please specify the software skills needed for your vacancy.)</p> <p>Ability to read, speak and write in English.</p> <p>Math skills equivalent to the level required to attain a GED.</p> <p>Ability to tutor students in reading, writing, math, social studies and science (NOTE TO MANAGERS/HR: Include this qualification if classroom assistance or tutoring are part of the job duties).</p> <p>Skills in records management, including skills in gathering and maintaining statistical and other data for reporting purposes.</p> <p>Strong interpersonal skills and the ability to work successfully with a diverse population.</p>
CORRECTIONS TEACHING ASSISTANT-GED CHIEF EXAMINER	Bette Chisholm	5/5/05	<p>This selection process would also retain the existing criteria on the CTA template, and would have the additional criteria of a bachelor's degree from a nationally accredited college or university and have experience in teaching, training, counseling or testing.</p>
CORRECTIONS TEACHING ASSISTANT-MASONRY	Bette Chisholm	5/5/05	<p>The selection process would require the existing criteria listed on the CTA template, but would add the additional criteria of experience in laying block, brick, and stone masonry and the physical ability to demonstrate this; it would also require a working knowledge of basic carpentry and construction.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
DAIRY INSPECTOR 1	Ron Maas	7/31/02	<p>High School diploma or equivalent</p> <p>Knowledge of milk and its components sufficient to understand milk pricing, quality and product standards</p> <p>Minimum of 1 year's experience working in a dairy or food plant in production, quality control, sanitation, dairy field representative, or on a dairy farm</p> <p>Technical knowledge of the principles used in the production and processing of milk and/or milk products sufficient to evaluate equipment, sanitation and processing procedures</p> <p>Effective oral and written communication skills sufficient to communicate effectively with the public</p> <p>Organizational skills sufficient to make judgment decisions, manage time, schedule job responsibilities, and maintain accurate and detailed records and reports</p> <p>Proficient in basic computer applications sufficient to enter data, write reports and correspond with industry and staff;</p> <p>Currently possess and maintain an active/valid driver's license with an acceptable motor vehicle record subject to review;</p> <p>Availability for travel and occasional overnight travel</p> <p>Ability to lift up to 50 pounds</p>
DELIVERY VAN DRIVER	Ann Phoenix	1/14/02	<p>Commercial class B Minnesota drivers' license.</p> <p>Ability to read, write and speak English.</p> <p>For some positions, knowledge of auto mechanics sufficient to perform routine maintenance tasks such as tire and oil changes, lubrication and cleaning of the vehicle.</p> <p>For some positions, license must include air brake endorsement.</p>
DENTAL ASSISTANT REGISTERED	Bette Chisholm	8/5/08	<p>Knowledge of: common oral hygiene techniques; and standard dental equipment and methods. Ability to: operate x-ray equipment; chart mouths and teeth; keep records and maintain files; control patients; sterilize instruments and equipment; and assist in a dental laboratory.</p> <p>NECESSARY SPECIAL QUALIFICATION</p> <p>Registration as a Dental Assistant with the Minnesota State Board of Dentistry.</p>
DENTAL HYGIENIST	Bette Chisholm	4/20/04	Registration with the Minnesota Board of Dentistry as a Dental Hygienist
DINING HALL COORDINATOR	Ann Phoenix	10/06/05	A minimum of 6 months experience in entry-level food service preparation, delivery and cleaning or the supervision of such duties (e.g., Food Service Worker)

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DRIVER IMPROVEMENT SPECIALIST	RonMaas	4/26/2006	3 years of experience working in driver evaluation, OR 3 years of experience as an exam/inspection specialist
DVS EXAM AND INSPECTION SPECIALIST	Ron Maas	02?	Customer service experience; the ability to communicate effectively both orally and in writing; typing/keyboarding; basic computer and office equipment experience; and human relations skills sufficient to deal with all aspects of the licensing process.
ELECTRICAL/ELECTRONICS SPECIALIST	Bette Chisholm	4/24/2007 Update 1/12/2010	Registration with the Department of Labor and Industry as a Journey Electrician (not Contractor) AND Vocational/technical degree in Electronics (Note, the degree must include the following courses: Electronic Control Theory and Electronic Control Applications); OR Electronics experience with primary responsibility for the installation, operation, programming & maintenance of commercial security, environmental and fire alarm control systems.
ELECTRICIAN	Ron Maas	9/30/04 Update 1/12/2010	Possession of a current Minnesota Class A Master or Journey Electrician's license. Some positions also require working on high voltage (480 volts), the ability to work in ladders and scaffolding, the ability to work operate and work on lift equipment and the ability to lift and carry 50 pounds. (Zoo positions). Some positions require a valid class D driver's license and ability to pass a pre-employment physical. (Admin positions) (Contractor's License does not meet the licensing requirement).
ELECTRICIAN LEAD	Bette Chisholm	7/6/2005 updated 4/1/08 and 1/12/2010	Must be registered with the Department of Labor and Industry as a Class A Master Electrician. (Contractor's License does not meet the requirement.) Leadership skills sufficient to provide leadwork direction that includes prioritizing and assigning job duties, directing, guiding and reporting on work activities of other staff.
ELECTRICIAN-MASTER OF RECORD	Bette Chisholm	7/6/2005 updated 4/1/08 Update 1/12/2010	Must be registered with the Department of Labor and Industry as a Class A Master Electrician. (Contractor's License does not meet the requirement).

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ELECTRONIC COMM ASST DIRECTOR (MnDOT ONLY)	Ron Maas	9/6/02	Thorough knowledge, typically acquired over four or more years, of electronic systems construction and maintenance concepts, techniques, operations, methods, materials, and equipment in various fields including trunked radio systems, digital microwave networks, LAN/WAN, packet networks, controllers and switches, hub routers, and servers; federal, state and locals laws, policies and codes related to communication system construction, maintenance and operation. Experience supervising and directing staff, and budget preparation/management experience.
ELECTRONIC PARTS TECHNICIAN	Ron Maas	6/9/2006	At least two years experience purchasing electronic/electrical materials or maintaining an electronic parts inventory in an electronic/electrical wholesale or retail environment. Experience using an automated purchasing system or inventory management system; Human relations skills sufficient to deal with a wide customer base.
ELECTRONICS TECHNICIAN	Bette Chisholm	4/27/2004	Experience applying standard practices and procedures used in the repair, installation, and maintenance of electronic equipment sufficient to ensure diagnosis, repair and operational efficiency of such equipment. Experience must include the ability to read wiring diagrams and schematics. (Examples of qualifying electronic equipment are audio visual, fire alarm or security; HVAC and related energy management or building automation; data and voice communications systems; computer terminals, personal computers and network equipment and cabling). Experience operating electronic tools, testing and measuring devices sufficient to perform electronic equipment repairs and maintenance and to calibrate equipment. Ability to identify and classify electronic repair supplies and maintain stock records sufficient to supply usage statistics and to ensure timely availability of part and supplies. Ability to understand and follow oral and written directions sufficient to carry out electronic equipment installation, maintenance and repair. The above qualifications requirement may be demonstrated by experience or by completion of a two year vocational/technical program in Electronics Technology (Associate in Applied Science degree or Electronic Technician diploma) or equivalent within the last ten years. Some positions may require possession of a Power Limited Technician license.

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ELECTRONIC TECHNICIAN SENIOR	Bette Chisholm	11/3/2004	<p>Completion of a two year vocational/technical program in Electronics Technology (e.g. Associate in Applied Science degree or Electronic Technician diploma) or equivalent within the last ten years OR equivalent experience as described below:</p> <p>Experience applying standard practices and procedures used in the repair, installation, and maintenance of electronic equipment sufficient to ensure diagnosis, repair and operational efficiency of such equipment. This must include the ability to read wiring diagrams and schematics.</p> <p>Note: Examples of qualifying electronic equipment are audio visual, fire alarm or security; HVAC and related energy management or building automation; data, voice and/or video communications systems; computer hardware and network equipment and cabling.</p> <p>Experience operating electronic tools, testing and measuring devices sufficient to perform electronic equipment repair and maintenance, and calibrate equipment.</p> <p>Ability to understand and follow oral and written direction sufficient to carry out electronic equipment installation, maintenance and repair.</p> <p>AND additional experience that demonstrates the ability to perform advanced, specialized repair, maintenance and construction of electronic equipment; perform acceptance testing of equipment; and design and recommend new equipment and parts as needed.</p> <p>Some positions may require the ability to perform layout and design of electronic systems.</p> <p>Some positions may require the ability to lead the work of other technicians in the provision of repair and maintenance of electronic equipment sufficient to meet training and work direction needs, to ensure safety, provide timely services and identify problems.</p> <p>Some positions may require possession of a Power Limited Technician license.</p>
ELECTRONIC TECHNICIAN SENIOR-Computer Systems Specialist option	Bette Chisholm	2/16/2005	<p>Advanced knowledge of electronic circuits and devices used in computer data communications sufficient to successfully complete installations, preventative maintenance and emergency repairs.</p> <p>Ability to use computer data communications test equipment sufficient to isolate and resolve problems.</p> <p>Knowledge of wiring standards sufficient to install, troubleshoot and resolve wiring problems.</p> <p>Knowledge of Cisco routers sufficient to diagnose hardware problems and perform basic configurations.</p> <p>Must pass a physical capacity test.</p> <p>Must pass a security background check.</p> <p>Must have a valid class 'D' MN driver's license.</p> <p>Must be able to work a rotating on call schedule.</p>

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EMERGENCY MEDICAL TECHNICIAN	Eric Swensson	8/16/2004	To be considered minimally qualified for this vacancy, you must possess current Emergency Medical Technician certification and you must have six (6) months post-certification experience as an emergency medical technician.
EXHIBIT SPECIALIST	Eric Swensson	11/30/2004	<p>Minimum qualifications include at least 2 years of experience in the design, fabrication, and construction of large and small scale exhibits and displays (including the creation of exhibits and displays involving natural settings such as rocks, trees, landscapes, seascapes, etc) at a Zoo, Natural History Museum or equivalent setting. Experience must include working with fiberglass, plastics, concrete, epoxies, and other materials sufficient to create artistic and realistic concepts.</p> <p>Must have experience welding, painting realistic and artist exhibits prop and decorations, preparing scale models, and drawing (or any other visuals required) to communicate projected exhibits.</p> <p>This position requires lifting and moving of up to 50 lbs. Must be able to work in confined spaces and from high places, such as scaffolding, ladders, and ceilings.</p>
FINGERPRINT TECH	RON MAAS	2/22/2008	Thorough knowledge of the science of fingerprints including knowledge of the computerized criminal history system and the automated fingerprint identification system, and ability to conduct searches and make entries on them. General knowledge of office procedures including filing systems is needed. The ability to take, classify and compare fingerprints is also required. Due to seven day-a-week schedule and 24-hour coverage, the ability to work independently without supervision is also necessary. This requires a high level of confidence and trust in job performance and work standards.
GENERAL REPAIR WORKER	Judy Pearson	5/23/02	<p>Knowledge of general methods and practices of a variety of trade areas (e.g. mechanics, masonry, welding, electrical, plumbing and carpentry) sufficient to assist licensed trades workers and to repair machinery, tools and facilities in a timely and safe manner.</p> <p>Knowledge of occupational hazards and safety measures related to trades work sufficient to safely and efficiently perform the job duties.</p> <p>Ability to safely use hand and power hand tools.</p> <p>Ability to safely operate and maintain trucks, tractors, and other ground and road maintenance equipment.</p> <p>Ability to follow oral and written instructions.</p> <p>Ability to provide work instructions to unskilled helpers.</p> <p>Ability to perform physically demanding tasks such as lifting, carrying and bending.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
GRAPHIC ARTS SPECIALIST	Ron Maas	3/24/2005	<p>Ability to:</p> <ul style="list-style-type: none"> - Provide layout and graphic design of print, web-based and visual graphic materials (e.g. publications, newsletters, brochures, flyers, booklets, books, proposals, posters, presentation materials, and trade show displays). - Produce original artwork, designs and logos, using natural artistic talent, clip art, computer generated art and photos as necessary. - Demonstrate proficiency with computer software packages and graphic design programs (e.g. Macintosh, Quark Xpress, Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Adobe Type Manager, Dream Weaver and Microsoft Office Suite). <p>Knowledge of:</p> <ul style="list-style-type: none"> - Printing processes and procedures sufficient to coordinate production with internal clients and external printers/vendors.
GROUNDSKEEPER	Eric Swensson	6/11/02	<p>Applicants must have the ability to plant, weed, trim, water, and fertilize all indoor and outdoor plants sufficient to perform lawn, garden, and/or road maintenance for a state facility.</p> <p>Knowledge of horticulture techniques and practices (planting schedules, germination intervals, and transplantation procedures) sufficient to maintain and improve facility grounds/landscape and recognize and/or treat plant diseases and pests.</p> <p>Must have ability to use and perform simple repairs on hand-held tools, riding machinery (all types of lawn and landscape equipment), and snow removal equipment (hand and heavier equipment).</p> <p>Must have a basic knowledge of chemical fertilizer application.</p> <p>Must have ability to lift and move from 40 to 80 lbs. Some positions require a pre-employment physical to verify this ability.</p> <p>Must be able to work in inclement weather conditions.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
<p> GROUNDKEEPER INTERMEDIATE </p>	<p> Bette Chisholm </p>	<p> 12/9/03 </p>	<p> Ability to train and direct the work of less experienced groundskeepers or work crews sufficient to assign responsibilities and inspect finished work. Ability to read, interpret and follow oral and written instructions sufficient to independently complete assignments timely using accepted practices and safe techniques. Knowledge of horticulture techniques and practices (planting schedules, germination intervals, and transplantation procedures) sufficient to maintain and improve facility grounds/landscape and recognize and/or treat plant diseases and pests. Groundskeeping experience on a multiple building complex including the care of lawns and woody and herbaceous plants using accepted horticultural practices. Experience with the safe use of and simple repair of hand-held tools, riding machinery (all types of lawn and landscape equipment), and snow removal equipment (hand and heavier equipment). Basic knowledge of chemical fertilizer or pesticide application and related safety practices. Some positions require possession of an Herbicide/Pesticide Applicator's License prior to completion of probation. Must have ability to lift and move from 40 to 80 lbs. Some positions require a pre-employment physical to verify this ability. Must be able to work in inclement weather conditions. Some positions require possession of a Class B CDL license with air brake endorsement or a Class D MN Driver's License at the time of hire. A limited number of positions at the Minnesota Zoological Gardens require the ability to scale rockwork and ledges and work in high places unreachable by ladder to accommodate watering plantings high in rock formations. </p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
<p> GROUNDSKEEPER SENIOR </p>	<p> Bette Chisholm </p>	<p> 12/9/03 </p>	<p> Experience or the ability to develop, write and communicate landscape plans and projects, ground repair and improvement projects, and daily work assignments. Ability to direct and lead the work of others, including multiple work crews, and evaluate work assignments. Ability to complete forms, write reports or instructions, and keep written records sufficient to meet administrative requirements. Considerable knowledge of horticulture techniques and practices (planting schedules, germination intervals, and transplantation procedures) sufficient to prepare specifications for work and materials; to interpret design plans, specifications and blue prints; and to maintain and improve facility grounds/landscape and recognize and/or treat plant diseases and pests. Groundskeeping experience on a multiple building complex including the care of lawns and woody and herbaceous plants using accepted horticultural practices. Experience with the safe use of and simple repair of hand-held tools, riding machinery (all types of lawn and landscape equipment), and snow removal equipment (hand and heavier equipment). Advanced knowledge of chemical fertilizer and pesticide application and related safety practices. Some positions require possession of an Herbicide/Pesticide Applicator's License prior to completion of probation. Able to lift and move from 40 to 80 lbs. Some positions require a pre-employment physical to verify this ability. Able to work in inclement weather conditions. Some positions require possession of a Class B CDL license with air brake endorsement or a Class D MN Driver's License at the time of hire. A limited number of positions at the Minnesota Zoological Gardens require the ability to scale rockwork and ledges and work in high places unreachable by ladder to accommodate watering plantings high in rock formations. </p>
<p> HEALTH CARE CALL CENTER LEAD </p>	<p> Ann Phoenix </p>	<p> 9/25/02 </p>	<p> Customer service skills sufficient to guide customers through MHCP processes and provide information and explanation. Basic math skills sufficient to add, subtract, multiply, or divide correctly. Oral communications, listening, and interviewing skills sufficient to define, analyze, and resolve problems over the telephone. Human relations skills sufficient to interact with a wide variety of customers. Ability to administer and apply policies, procedures, and coding information sufficient to assist customers regarding Minnesota Health Care Program (MHCP) programs. Ability to analyze customer situations, conduct research, and apply the appropriate policies and procedures to make decisions. Ability to read, comprehend, speak and write English. One year experience in the classification Health Care Call Center Representative in the Department of Human Services Customer Service Division Call Center. </p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
HEALTH CARE CALL CENTER REP	Ann Phoenix	9/25/02; Revised 11/14/07	<p>REQUIRED EXPERIENCE or EDUCATION: At least two years of experience involving decision-making and customer service responsibility within a complex policy environment (e.g. applying eligibility, insurance, banking, or service industry policy while dealing with a high volume customer base).</p> <p>OR</p> <p>Completion of a post-secondary Financial Worker degree/certification program.</p> <p>Required knowledge, skills, and abilities:</p> <p>Customer service skills sufficient to guide customers through MHCP processes and provide information and explanation. Basic math skills sufficient to add, subtract, multiply, or divide correctly. Oral communications, listening, and interviewing skills sufficient to define, analyze, and resolve problems over the telephone. Human relations skills sufficient to interact with a wide variety of customers. Ability to administer and apply policies, procedures, and coding information sufficient to assist customers regarding Minnesota Health Care Program (MHCP) programs. Ability to analyze customer situations, conduct research, and apply the appropriate policies and procedures to make decisions. Ability to read, comprehend, speak and write English.</p>
HEALTH CARE CLAIMS SPECIALIST	Ann Phoenix	9/25/02	<p>Ability to read, comprehend, speak and write English. Knowledge of health care claims operations, processes, and procedures. Ability to administer and apply policies, procedures, and systems sufficient to assist providers, counties, and insurers regarding claims issues. Ability to analyze customer situations, conduct research, and apply the appropriate policies and procedures to make decisions. Customer service skills sufficient to assist providers, counties, and insurers regarding claims issues. Oral and written communications skills sufficient to exchange information, resolve issues, and answer questions. Human relations skills sufficient to interact with a wide variety of customers. Ability to work independently and as part of a team.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
HEAVY EQUIPMENT FIELD MECHANIC	Ron Maas	5/11/05 Revised 3/16/2007	<p>Completion of Heavy Equipment Apprenticeship program or graduation from a two year Heavy Equipment Mechanic or related training program that includes: diagnosis and repair of engine, drive train, brakes, steering/suspension and hydraulics for heavy equipment, e.g. trucks, tractors, buses; training in electronics sufficient to make engine adjustments and diagnose problems; and training in the use of computerized testing equipment and/or onboard computers sufficient to diagnose problems and adjust the functions of components.</p> <p>OR</p> <p>Approximately 3 years of experience as a heavy equipment mechanic which includes: diagnosis, repair, maintenance and modification of both heavy-duty diesel trucks and equipment and gasoline powered vehicles; diagnosis and repair of engines, brakes, drive train, steering/suspension and hydraulics; use of electronics sufficient to make engine adjustments and diagnose problems; and the use of computerized testing equipment and/or onboard computers sufficient to diagnose problems and adjust the functions of components.</p> <p>Some positions also require a Valid MN Class A drivers license with no brake restrictions and tanker endorsement and a Valid Commercial Vehicle Inspectors License.</p> <p>Some positions may also require experience as a heavy equipment mechanic using of a variety of machine shop equipment, (i.e., lathe and endmill) and welding techniques (i.e., arc and acetylene welding, plasma cutting, and wire feed (MIG) welding).</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
HEAVY EQUIPMENT MECHANIC	Ron Maas	9/13/02 Revised 6/1/2007	<p>Completion of Heavy Equipment Apprenticeship program or graduation from a two year Heavy Equipment Mechanic training program that includes: diagnosis and repair of engine, drive train, brakes, steering/suspension and hydraulics for heavy equipment, e.g. trucks, tractors, buses; training in electronics sufficient to make engine adjustments and diagnose problems; and training in the use of computerized testing equipment and/or onboard computers sufficient to diagnose problems and adjust the functions of components.</p> <p>OR</p> <p>Approximately 3 years of experience as a heavy equipment mechanic which includes: diagnosis, repair, maintenance and modification of both heavy-duty diesel trucks and equipment and gasoline powered vehicles; diagnosis and repair of engines, brakes, drive train, steering/suspension and hydraulics; use of electronics sufficient to make engine adjustments and diagnose problems; and the use of computerized testing equipment and/or onboard computers sufficient to diagnose problems and adjust the functions of components.</p> <p>Some positions require a Commercial Drivers License (CDL)</p> <p>Some Department of Transportation positions require Certification in Commercial Vehicle Inspection .</p> <p>PREFERRED QUALIFICATIONS - Agencies may include in Preferred Qualifications)</p> <p>Specific certifications in Heavy Truck Mechanics from the National Institute for Automotive Service Excellence (ASE certifications), e.g. the ASE Electronic Diesel Engine Diagnosis Specialist.</p>
HIGHER EDUCATION TUTOR	Judy Pearson	1/21/2005	<p>* Ability to read and write English sufficient to understand and follow directions and maintain records and documentation.</p> <p>* Human relations skills sufficient to establish rapport with and provide direction to program participants.</p> <p>* Ability to provide remedial tutoring at an elementary or secondary level in academic areas, e.g. mathematics, writing, computer skills.</p>
HIGHWAY HELPER	RON MAAS	9/26/02	<p>Knowledge of automotive maintenance and repair sufficient to diagnose and repair minor automotive problems (e.g. changing tires, fixing hoses). Valid Minnesota Class D driver's license and an excellent driving record is required.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
HIGHWAY SIGNAL TECHNICIAN	Ron Maas	4/12/2005 Revised 1/4/2007	<p>Possession of a current Minnesota Class A Master or Journey Electrician's license or equivalent license from another state. You must provide the date your license was issued and the expiration date.</p> <p>Ability and skill in the use of hand and power tools sufficient to install, alter, maintain, and repair electrical systems and equipment in the field.</p> <p>Knowledge of State and National Electrical and Safety Codes, construction safety and standard electrical practices, techniques, materials and tools sufficient to ensure that work and materials comply with codes, and to select supplies, materials and work methods to apply to electrical projects.</p> <p>Ability to manage workload using computerized databases and spreadsheets.</p> <p>Human relations skills sufficient to communicate to and effectively work with others including those within Mn/DOT as well as other governmental agencies and the general public.</p> <p>Some positions require a Class A Commercial Driver's License with Airbrake endorsement or ability to obtain within six months.</p> <p>Ability to perform maintenance duties while working at heights up to 70 feet.</p>
HOCKEY RINK ICE MAKER	Judy Pearson	4/26/05	Six months of experience in the operation of an ice arena resurfacer and edger, including maintenance and minor repairs of machinery and refrigeration system.
HOSPITAL SERVICES ASSISTANT	Ann Phoenix	3/2/05	<p>To qualify you must have data entry skill sufficient to enter 10,000 to 12,000 keystrokes per hour; the ability to speak, read and write English; communications skills sufficient to understand and effectively implement both oral and written instructions; the ability to observe, record and report orally and in writing on the progress of patients/residents; and demonstrated customer service and human relations skills sufficient to greet, direct and inform the general public and to develop rapport with other staff and patients/residents.</p> <p>The position also requires training and experience administering and charting prescribed medications and knowledge of lifting and patient transfer procedures sufficient to assist direct care staff as assigned.</p>
HOUSING FINANCE PARA-PROFESSIONAL	Bette Chisholm		

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
HOUSING FINANCE PARA- PROFESSIONAL SENIOR	Bette Chisholm	3/15/2006	<p>Paraprofessional or administrative experience in housing finance programs (lending, loan processing, property management, affordable or non-profit housing) sufficient to administer a program and advise customers on program guidelines; and sufficient to evaluate incoming documents to ensure items listed are acceptable and program guidelines and Agency accepted practices are met.</p> <p>Communication skills sufficient to conduct investigations and maintain composure in difficult situations; to draft correspondence and complete written reports; to mentor other technicians including clarifying roles and expectations of team members.</p> <p>Computer skills sufficient to maintain a database; discuss database requirements with information systems staff; and create complex queries and reports.</p> <p>Organizational skills sufficient to demonstrate a high regard for accuracy and consistency; to coordinate and manage records retention and storage according to specifications; to plan, delegate and allocate work assignments to others and to set clear expectations.</p> <p>Ability to understand and apply basic math, business, finance and or generally accepted accounting principles to the recording of business transactions and events.</p> <p>Math or Accounting education or experience sufficient to construct balance sheets, complete statement of cash flow or of revenue and expenses.</p> <p>Ability to take personal responsibility for meeting business targets despite changing business conditions.</p> <p>Requires occasionally lifting such articles as file boxes or heavier materials with help from others and/or lifting and carrying light objects frequently.</p>
HUMAN SERVICES SUPPORT SPECIALIST	Ann Phoenix	10/10/02	<p>Ability to observe, interpret and document client response to treatment and training interventions sufficient to provide information needed for treatment evaluation and planning.</p> <p>Knowledge of therapeutic intervention techniques sufficient to control aggressive or violent behavior.</p> <p>Ability to read and write English sufficient to understand and follow directions, assist in the delivery of client programs, and assist professionals in the delivery of small group therapy.</p> <p>Knowledge of developmental disabilities and mental illness sufficient to assist with the design and implementation of individual treatment plans.</p> <p>Ability to provide direct care services and support to clients sufficient to ensure they are well fed, cared for, in good health, and included in decisions, as appropriate.</p> <p>Ability to use nonphysical intervention strategies, such as negotiation, redirection, etc., to control and diffuse aggressive/ violent/ inappropriate behavior.</p> <p>Skill in human relations sufficient to establish rapport with clients, their families and service providers.</p> <p>Ability to perform basic health care procedures, such as taking vital signs and administering medications.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
HUMAN SERVICES TECHNICIAN	Judy Pearson	11/15/04	Ability to read and write English sufficient to understand and follow directions and to maintain records and documentation. Human relations skills sufficient to establish rapport with and provide direction to service recipients. A position may also have specific physical requirements beyond those inherent in the stated minimum qualifications and job duties.
HUMAN SERVICES TECHNICIAN - CNA OPTION	Eric Swensson	9/9/04	To minimally qualify for this position you must be eligible for registration with the MDH as a Certified Nursing Assistant (CNA) or possess current CNA Registration. Must be on the Minnesota Nursing Assistant Registry/Certified Nursing Assistant.
Inserting Machine Operator	DHS/Phoenix	7/14/04	The following qualification has been added to the 206 menu. The addition was established in response to the need for use with the Inserting Machine Operator class. Mail Processing Equipment (e.g., high speed inserting machines, high speed printers, computerized character readers/sorters).
Inserting Machine Operator Lead	DHS/Phoenix	Added 2/17/05	The following qualification has been added to the 206 menu. The addition was established in response to the need for use with the Inserting Machine Operator class. Mail Processing Equipment (e.g., high speed inserting machines, high speed printers, computerized character readers/sorters).

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
INSTITUTION MAINTENANCE LEADwORKER	Bette Chisholm	4/14/03	<p>Experience or skills in general building maintenance or repair sufficient to complete building construction and maintenance work projects that may include rough or finish carpentry (cabinet making or building furniture), masonry (block and brick laying, cement finishing) tuck pointing, electrical, heating, air conditioning, plumbing systems, painting or floor laying (carpet, tile or ceramic tile).</p> <p>Skill in the safe operation of power and pneumatic tools such as saws (table, gas cut off, chop, concrete), portable power planers, transit/level, laser level, or welders (electric or gas).</p> <p>Skill in the safe operation of heavy equipment such as front-end loaders, dump trucks, skid steer, and snow removal.</p> <p>Experience or ability to provide lead work direction to offenders performing building trades work sufficient to assign work; provide training, provide input on work performance, and ensure completion of repair, renovation, building maintenance and construction projects.</p> <p>Administrative skills sufficient to perform work functions such as: planning and coordinating work activities and prioritizing, scheduling and reporting on work projects; preparing requisitions or purchasing materials through vendors; keeping records of status of projects and keeping inventory of tools, equipment and materials; preparing plans, sketches or specifications; or preparing estimates of materials, time and cost of construction or maintenance or remodeling projects.</p> <p>Oral communication and human relations skills sufficient to instruct offender workers or work projects and equipment/tool operations; provide constructive feedback on work performance; and complete and provide reports on offender performance and project status.</p> <p>Ability to work independently.</p> <p>Some positions may require licensure (Operating Engineer License, Steam Boiler License).</p> <p>Some positions may require a license or completion of an approved apprenticeship program in one of the building trades. (Note: HR and Hiring Supervisor will need to indicate specific requirement).</p>
Instructional communications technician	Judy Pearson	9/10/07	<p>One year of experience in the management, maintenance, and operation of video network including scheduling, programming and coordinating network activities OR</p> <p>Two years of experience as an assistant providing support for management, maintenance and operation of video network.</p> <p>Completion of a two-year post-secondary technical degree in electronics or networking can substitute for one year experience.</p>
INSTRUCTIONAL COMMUNICATIONS SPECIALIST	Judy Pearson	4/26/05	<p>Completion of a two year, post-secondary program in electronics or computer networking within the last five years AND at least two years of experience in the field of media technical support (including working with computer multimedia and interface presentation devices; interactive television and satellite technologies; broadband video systems; and repair and maintenance of related equipment).</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
Interpretive Guide	Eric Swensson	2/24/2004	<p>To be considered minimally qualified for this vacancy, you must meet one of the following three requirements:</p> <p>1A Bachelor's degree in biology, botany, zoology, ecology, anthropology, wildlife management, nature interpretation, education, communication, public speaking or closely related.</p> <p>2. Six months experience with primary responsibility for developing and/or presenting environmental/nature, socio-cultural, historical or closely related interpretive materials or programs.</p> <p>3. Six months experience as a teacher/trainer in any field.</p>
INTERSTATE MILK RATING OFFICER	Judy Pearson		<p>Three years advanced level experience in production, quality control, sanitation, or as a fieldman, in a dairy or food plant. A Bachelor's degree in Dairy Science, Food Science and Technology, Animal Science or Veterinary Science will substitute for two years of the above experience.</p> <p>OR</p> <p>Two years experience as a Dairy Inspector 2.</p> <p>AND</p> <p>The successful applicant must complete FDA certification within the six month probationary period; and have a valid Class D Drivers License</p> <p>In addition, candidates must also meet the following physical requirements for this position:</p> <p><input type="checkbox"/> This work requires prolonged standing on wet concrete floors for approximately 30% of the time.</p> <p><input type="checkbox"/> Accurate color vision is essential to notice subtle shades of product color and to make appropriate product acceptability decisions.</p> <p><input type="checkbox"/> The ability to hear conversational voice is required in order to communicate effectively with supervisors and workers.</p> <p><input type="checkbox"/> The ability to detect product abnormalities through smell.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
Laborer Trades & Equipment	Ron Maas		<p>Knowledge of the methods, materials, and tools used in trades work sufficient to assist skilled trades staff in the completion of assigned projects.</p> <p>Ability to safely operate and maintain medium sized motorized equipment, e.g. dump trucks, snow plows, tractors, backhoes, forklift, front-end loaders, augers, chain saws, air compressors, welders, carpentry tools, electrical testing equipment, and other equipment as assigned.</p> <p>Ability to understand and follow oral directions sufficient to interpret and carry out verbal assignments in a safe and efficient manner.</p> <p>Ability to perform semiskilled trades work sufficient to complete minor trades plumbing, electrical, and carpentry assignments, including the installation and maintenance of plumbing, heating, and electrical systems and equipment.</p> <p>Ability to perform minor repairs and adjustments to machinery and equipment including general maintenance and minor repair of buildings</p> <p>Possession of a valid Class B Drivers License in the State of Minnesota where work assignment includes the operation of medium motorized equipment in excess of 26,000 pounds.</p> <p>Strength and agility sufficient to load, operate and repair medium sized equipment and materials.</p> <p>Endurance sufficient to perform tasks under extreme environmental conditions, such as heat, cold, rain, snow, and wind.</p>
LAUNDRY COORDINATOR	Bette Chisholm	5/18/04	<p>Experience working with commercial washing machines, dryers and finishing equipment in an institution and/or commercial laundry.</p> <p>Experience or the ability to provide training, to motivate and evaluate the work of others.</p>
LAW COMPLIANCE REP 2-GAMING	Bette Chisholm	2/2008	<p>Thorough knowledge of Minnesota Statutes and Minnesota Racing Commission rules, casino operations and rules or equivalent, sufficient to understand duties and functions of occupational licensees, and determine compliance with Commission rules.</p> <p>Thorough knowledge of investigative techniques sufficient to understand investigative procedures, laboratory analytical processes, interviewing methods, what constitutes legal evidence, documentation and reporting techniques, OR</p> <p>Thorough knowledge of facility security and emergency protocols. Ability to work with racetrack security staff so that investigations and surveillance on racetrack grounds are effectively coordinated and reported to the Director of Security.</p> <p>Human relations and verbal communications skills sufficient to conduct investigative interviews, and function in situations that may sometimes be stressful or volatile.</p> <p>Written communications skills sufficient to complete correspondence, accurate reports and records of activities.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
LAW COMPLIANCE REP 2-RACING	Bette Chisholm	4/2005	<p>Thorough knowledge of Minnesota Statutes and Minnesota Racing Commission rules or equivalent, sufficient to understand duties and functions of occupational licensees, and determine compliance with Commission rules.</p> <p>Thorough knowledge of investigative techniques sufficient to understand investigative procedures, laboratory analytical processes, interviewing methods, documentation and reporting techniques.</p> <p>Thorough knowledge of the racetrack's stable area rules and facility security, and emergency protocols. Ability to work with racetrack security staff so that investigations and surveillance on racetrack grounds are effectively coordinated and reported to the Director of Security.</p> <p>Human relations and verbal communications skills sufficient to conduct investigative interviews, and function in situations that may sometimes be stressful or volatile.</p> <p>Written communications skills sufficient to complete correspondence, accurate reports and records of activities.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
Law Compliance rep 2 – state patrol option	Ron Maas	1/4/2007	<p>Requires basic computer/data entry skills using word processing and spreadsheet software programs to generate documents and records and transmit the information electronically to other locations and personnel.</p> <p>Must possess and maintain a valid driver's license with the ability to travel, with overnight stays a required, throughout the state.</p> <p>Requires excellent interpersonal skills and ability to conduct interviews and investigate alleged violations.</p> <p>Analytical skills and the ability to interpret laws, rules and regulations</p> <p>The successful applicant must have the ability to pass and maintain technical certification, with appropriate training, in areas related to commercial vehicle safety regulations (US Dept of Transportation – North American Standards certification).</p> <p>PHYSICAL REQUIREMENTS: The position requires the Law Compliance Representative II to be physically capable of inspection commercial motor vehicles which includes crawling under, around, and upon Commercial Motor Vehicles. Applicants must have the ability to lift portable scales weighing approximately 40 pounds.</p> <p>PREFERRED: Previous knowledge and experience in the areas of commercial vehicle safety and regulatory compliance. Operation and maintenance of commercial vehicles.</p> <p>Technical knowledge relating to the operation and mechanical maintenance of commercial motor vehicles</p>
LIBRARY TECHNICIAN	Bette Chisholm	9/24/02	<p>Working knowledge of library classification system(s) and standard library reference tools sufficient to assist clients in locating materials and conducting research.</p> <p>Ability to:</p> <p>Apply and support detailed coding or cataloging systems sufficient to create tracking for new print and non-print library acquisitions and locate and replace existing materials.</p> <p>Operate personal computers, use various software and web-based applications, and other office equipment sufficient to locate catalog information, word-process documents, complete forms and prepare reports.</p> <p>Communicate effectively orally and in writing sufficient to determine and respond to the informational needs of clients of varied educational levels and backgrounds; to train, direct and evaluate work of student clerical staff; and to assist the professional library staff to maintain the library collection according to library policy and procedures.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
LPN 1	Bette Chisholm	8/12/04	Graduation from an approved school of nursing plus current licensure in Minnesota as a Practical Nurse
LPN 2	Bette Chisholm	8/12/04	<p>Graduation from an approved school of nursing plus current licensure in Minnesota as a Practical Nurse.</p> <p>Experience sufficient to perform advanced practical nursing duties in the care of mentally ill, physically ill, developmentally disabled, geriatric or clinic patients.</p> <p>NOTE: HR staff: You may delete only the asterisked statements below if they do not apply to your vacancy. When you have finished, also delete this note.</p> <p>***Ability to act as leadworker to less-experienced Licensed Practical Nurses.***</p> <p>***The Vets Home Programs option requires experience in Skilled Care Nursing in a licensed facility or working with adults in Mental Health or working with adults in Chemical Dependency.***</p>
LOCKSMITH	Bette Chisholm	12/11/2006	<p>Certification by the Associated Locksmiths of America as a Registered Locksmith.</p> <p>Ability to read construction plans, blueprints and specifications sufficient to design and key systems for buildings.</p> <p>Math skills sufficient to estimate labor and material costs for planned projects.</p> <p>Knowledge of master key systems.</p> <p>Experience re-keying locks</p> <p>Preferred: Certification by the Associated Locksmiths of America as a Certified or Master Locksmith.</p>
MACHINERY REPAIR WORKER	Bette Chisholm	3/24/05	<p>3 years journey-level machinist experience in the installation, maintenance, and repair of machine tools, production machinery, and mechanical equipment (such as large commercial kitchen, laundry or refrigeration equipment); OR auto, truck, or heavy equipment repair (must include welding); OR power plant maintenance experience (e.g., Stationary Engineer, Plant Maintenance Engineer),OR</p> <p>4 years apprentice experience as a machinist or performing small engine, major appliance, electrical, or general mechanical repair.</p> <p>NOTE: Completion of a two year vocational/technical training program in machining/machine technology, industrial machinery/maintenance repair, industrial/manufacturing technology, automotive/heavy equipment technology, or welding, or a related field may be substituted for 12 months of work experience.</p> <p>Preferred Qualifications: Experience with preventative maintenance programs for production and physical plant equipment and machinery.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
MACHINIST	Bette Chisholm	12/6/02	<p>Certification as an Apprentice by the MN Department of Labor and Industry, or comparable current registration from another state, OR AAS degree in Machine Tool Technology or related + 2 years experience as a machinist, OR Certificate as a Machinist + 3 years experience, OR 4 years of experience as a machinist.</p> <p>Describe your machinist experience in the Job Related Questions section. Document equipment or tools you've operated, settings, any repair or maintenance, and any additional relevant coursework for which you request credit.</p>
MACHINIST LEAD	Bette Chisholm	12/6/02	<p>Certification as an Apprentice by the MN Department of Labor and Industry, or comparable current registration from another state, and 1 year of experience as a machinist, OR AAS degree in Machine Tool Technology or related + 3 years experience as a machinist, OR Certificate as a Machinist + 4 years experience, OR 5 years of experience as a machinist.</p>
Mason	Eric Swensson	6/9/2005	<p>Completion of a registered apprenticeship program or journey-level status or 6,000 hours of experience as a bricklayer and/or stonemason. NOTE: Applicants with only non-union experience will be required to provide detailed work history and references at interview.</p>
MATERIALS TRANSFER DRIVER	Bette Chisholm	9/23/2004	<p>Valid Class B Minnesota Commercial Driver's License with air brake certification Experience driving a truck, van, or equivalent vehicle with at least 26,000 pound Gross Vehicle Weight (GVW)</p>
MATERIALS TRANSFER DRIVER LEAD	Bette Chisholm	9/23/2004	<p>Valid Class B Minnesota Commercial Driver's License with air brake certification Experience driving a truck, van, or equivalent vehicle with at least 26,000 pound Gross Vehicle Weight (GVW) Leadership skills sufficient to provide leadwork direction, which includes but is not limited to assignment of job duties, training and coaching staff.</p>
MEDICAL ASSISTANT, CERTIFIED	Bette Chisholm	7/19/2004 9/29/2006 chgd	<p>Completion of an approved training program in medical assisting and registration or certification as a medical assistant by passing a national examination.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
MEDICAL LABORATORY TECHNICIAN 1	Bette Chisholm	10/28/02	<p>Bachelor's degree in a chemical, physical, biological or clinical laboratory science, or medical technology from an accredited institution; OR</p> <p>An associate degree in a chemical, physical or biological science or medical laboratory technology from an accredited institution; OR</p> <p>A high school diploma or equivalent and have successfully completed an official military medical laboratory procedures course of at least 50 weeks duration and have held the military enlisted occupational specialty of Medical Laboratory Specialist (Laboratory Technician).</p>
Medical laboratory Technician 2	Bette Chisholm	10/28/02	<p>Certification or accreditation as a Medical Laboratory Technician or Clinical Laboratory Technician by one of the following organizations:</p> <p>NCA National Certification Agency;</p> <p>ASCP American Society of Clinical Pathologists;</p> <p>ASCLS American Society for Clinical Laboratory Science;</p> <p>International Society for Clinical Laboratory Technicians;</p> <p>American Medical Technologists.</p>
Medical Records Technician 1	Bette Chisholm	12/11/02	<p>Completion of a medical records course from an accredited program and eligibility for accreditation from the American Health Information Management Association (AHIMA) or certification from AHIMA as an Accredited Record Technician. ("Eligibility for" means completion of the coursework and awaiting the certification).</p>
Medical Records Technician 2	Bette Chisholm	12/11/02	<p>Certification as a Registered Health Information Technician or Registered Health Information Administrator by the American Health Information Management Association (AHIMA, formerly the American Medical Records Association).</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
Mental Health Program Assistant	Ann Phoenix	10/10/02	<p>Ability to read, write and speak English sufficient to interpret, implement and evaluate individual treatment plans for mentally ill</p> <p>Ability to observe, interpret and document client behaviors sufficient to provide information needed for evaluation and treatment planning.</p> <p>Ability to perform basic health care procedures, such as taking vital signs and administering medications.</p> <p>Knowledge of behavior modification theory/techniques sufficient to implement behavior management components of treatment plans.</p> <p>Ability to interact with clients sufficient to assist in the delivery of group therapy, teach specialized and vocational skills, and teach recreation and life skills.</p> <p>Knowledge of mental illness sufficient to design and implement individual treatment plans, identify and control aggressive/ violent/ inappropriate behavior.</p> <p>Knowledge of the laws, rules, regulations and policies governing treatment of mental illness and vulnerable adults sufficient to protect the rights of clients/residents.</p> <p>Knowledge of therapeutic intervention techniques sufficient to control aggressive or violent behavior.</p> <p>Ability to provide ongoing work direction and training to other staff.</p>
MENTAL HEALTH PROG ASST – MENTAL HEALTH PRACTITIONER			<p>Ability to read, write and speak English sufficient to interpret, implement and evaluate individual treatment plans for mentally ill</p> <p>Ability to observe, interpret and document client behaviors sufficient to provide information needed for evaluation and treatment planning.</p> <p>Ability to perform basic health care procedures, such as taking vital signs and administering medications.</p> <p>Knowledge of behavior modification theory/techniques sufficient to implement behavior management components of treatment plans.</p> <p>Ability to interact with clients sufficient to assist in the delivery of group therapy, teach specialized and vocational skills, and teach recreation and life skills.</p> <p>Knowledge of mental illness sufficient to design and implement individual treatment plans, identify and control aggressive/ violent/ inappropriate behavior.</p> <p>Knowledge of the laws, rules, regulations and policies governing treatment of mental illness and vulnerable adults sufficient to protect the rights of clients/residents.</p> <p>Knowledge of therapeutic intervention techniques sufficient to control aggressive or violent behavior.</p> <p>Ability to provide ongoing work direction and training to other staff.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
MENTAL HEALTH PROG ASST – MENTAL HEALTH PRACTITIONER (cont.)			<p>Positions must satisfy the skills/training requirements specified in MS 245.462, subd. 17 for Mental Health Practitioners. This designation is required in order for the program to be reimbursed for the position at rates established for staff within an Intensive Residential Rule 36 program. "Mental Health Practitioner" means a person providing services to persons with mental illness who is qualified in one of the following ways:</p> <p>(1) holds a bachelor's degree in one of the behavioral sciences or related fields from an accredited college or university and:</p> <p>(i) has at least 2,000 hours of supervised experience in the delivery of services to persons with mental illness; or</p> <p>(ii) is fluent in the non-English language of the ethnic group to which at least 50 percent of the practitioner's clients belong, completes 40 hours of training in the delivery of services to persons with mental illness, and receives clinical supervision from a mental health professional at least once a week until the requirement of 2,000 hours of supervised experience is met;</p> <p>(2) has at least 6,000 hours of supervised experience in the delivery of services to persons with mental illness;</p> <p>(3) is a graduate student in one of the behavioral sciences or related fields and is formally assigned by an accredited college or university to an agency or facility for clinical training; or</p> <p>4) holds a master's or other graduate degree in one of the behavioral sciences or related fields from an accredited college or university and has less than 4,000 hours post-master's experience in the treatment of mental illness.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
Mental Health program Assistant –Mental Health Rehab worker OPTION	RON MAAS	3/1/2005	<p>Ability to read, write and speak English sufficient to interpret, implement and evaluate individual treatment plans for mentally ill</p> <p>Ability to observe, interpret and document client behaviors sufficient to provide information needed for evaluation and treatment planning.</p> <p>Ability to perform basic health care procedures, such as taking vital signs and administering medications.</p> <p>Knowledge of behavior modification theory/techniques sufficient to implement behavior management components of treatment plans.</p> <p>Ability to interact with clients sufficient to assist in the delivery of group therapy, teach specialized and vocational skills, and teach recreation and life skills.</p> <p>Knowledge of mental illness sufficient to design and implement individual treatment plans, identify and control aggressive/ violent/ inappropriate behavior.</p> <p>Knowledge of the laws, rules, regulations and policies governing treatment of mental illness and vulnerable adults sufficient to protect the rights of clients/residents.</p> <p>Knowledge of therapeutic intervention techniques sufficient to control aggressive or violent behavior.</p> <p>Ability to provide ongoing work direction and training to other staff.</p> <p>In order to qualify to work as a Mental Health Rehabilitation Worker in this Intensive Residential Rule 36 program, applicants must also be at least 21 years of age, possess a High School diploma or equivalent, and have successfully completed 30 hours of training during the past two years in all of the following areas; recipient rights, recipient-centered individual treatment planning, behavioral terminology, mental illness, co-occurring mental illness and substance abuse, psychotropic medications and side effects, functional assessment, local community resources, adult vulnerability, receipt confidentiality.</p> <p>Applicants must also satisfy the qualifications described in (A) or (B):</p> <p>(A)</p> <p>--Has an associate of arts degree in one of the behavioral sciences or human services, or</p> <p>--is a registered nurse without a bachelor's degree, or</p> <p>--who within the previous ten years has acquired:</p> <p>(1)three years of personal life experience with serious and persistent mental illness; or</p> <p>(2)three years of life experience as a primary caregiver to an adult with a serious mental illness or traumatic brain injury; or</p> <p>(3)4,000 hours of supervised paid work experience in the delivery of mental health services to adults with a serious mental illness or traumatic brain injury;</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
Mental Health program Assistant –Mental Health Rehab worker OPTION (cont.)			(B) (1) is fluent in the non-English language or competent in the culture of the ethnic group to which at least 20 percent of the mental health rehabilitation worker's clients belong; (2)receives during the first 2,000 hours of work, monthly documented individual clinical supervision by a mental health professional; (3)has 18 hours of documented field supervision by a mental health professional or practitioner during the first 160 hours of contact work with recipients, and at least six hours of field supervision quarterly during the following year; (4)has review and co signature of charting of recipient contacts during field supervision by a mental health professional or practitioner; and (5)has 40 hours of additional continuing education on mental health topics during the first year of employment.
Mental Retardation Residential Program Lead (inactive)	Ann Phoenix	10/10/02	See Residential Program Lead with Human Services option. The MRRPL class was merged with RPL in September 2006. All DHS positions were placed in the Human Services option at that time. PHOENIX
MnCare Enrollment rep	Ann Phoenix	9/25/02, Revised April 2007	REQUIRED EXPERIENCE or EDUCATION: At least two years of experience involving decision-making and customer service responsibility within a complex policy environment (e.g. applying eligibility, insurance, banking, or service industry policy while dealing with a high volume customer base). OR Completion of a post-secondary Financial Worker degree/certificate program. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES: Ability to read, comprehend, speak, and write English sufficient to understand, apply, and explain complex eligibility policies. Customer service skills sufficient to assist applicants and enrollees regarding MinnesotaCare Program policies and procedures. Oral and written communication skills sufficient to exchange information, resolve issues, and answer questions. Math skills sufficient to calculate income and benefit eligibility. Human relations skills sufficient to interact with a wide variety of customers. Ability to administer policies, procedures, and systems used to make MinnesotaCare eligibility and premium determinations. Ability to analyze applicant situations, conduct research, and apply the appropriate policies and procedures to make decisions. Strong computer navigation skills.

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
MONORAIL MAINTENANCE WORKER	Eric Swensson	1/8/2004	<p>Knowledge of repair procedures and techniques sufficient to perform maintenance and repair duties on heavy equipment operated by electric motors.</p> <p>Knowledge of welding, hydraulics, blueprint reading, heating/air conditioning, drafting, and electronics sufficient to maintain and repair a monorail system.</p> <p>Ability to detect, diagnose, and repair mechanical defects sufficient to perform preventive maintenance on equipment.</p> <p>Ability to use precision measuring instruments sufficient to make use of these in the repair and maintenance of equipment.</p> <p>Ability to understand and follow oral and written instructions sufficient to carry out repair orders and understand maintenance records and equipment specifications.</p> <p>Ability to keep repair records sufficient to log, track, and retrieve repair and maintenance histories on equipment.</p>
Painter	Bette Chisholm	7/16/2003	<p>To qualify you must have completed any one of the three following requirements: Approved apprenticeship (6000 hours) in painting; OR three years of experience as a painter, including commercial or residential work preparing and painting a variety of surfaces; OR one school-year of a vocational-technical or trade school painting program plus two years of experience as a painter, as described above. Qualifying painting experience includes the following: knowledge of standard painting practices, techniques, materials and tools sufficient to requisition and select supplies and materials and apply them to complete painting and decorating projects; knowledge of construction plans and painting specifications sufficient to interpret, modify and follow them to complete painting and decorating projects; knowledge of shop math sufficient to estimate labor and material costs for planned projects; skill in using hand tools, such as brushes, rollers, scrapers and power equipment such as spray guns, sanders, etc., sufficient to prepare, cover and decorate interior and exterior surfaces of state buildings, structures, woodwork, furniture, etc. NOTE: Wallpapering and wood refinishing work will be credited when accompanied by adequate qualifying painting experience. Experience painting vehicles only will not be credited. Positions with the Department of Corrections may include training and directing the work of inmate painters.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
PAINTER LEAD	Bette Chisholm	7/16/2003	<p>Completion of an apprenticeship program or three years of qualifying painting experience AND either an additional six months of experience as a supervisory or leadwork painter OR one year of qualifying painting experience.</p> <p>Qualifying painting experience includes the following: knowledge of standard painting practices, techniques, materials and tools sufficient to requisition and select supplies and materials and apply them to complete painting and decorating projects; knowledge of construction plans and painting specifications sufficient to interpret, modify and follow them to complete painting and decorating projects, and sufficient to advise other skilled Painters on more effective techniques and work methods to complete painting and decorating projects; knowledge of shop math sufficient to estimate labor and material costs for planned projects; skill in using hand tools, such as brushes, rollers, scrapers and power equipment such as spray guns, sanders, etc., sufficient to prepare, cover and decorate interior and exterior surfaces of state buildings, structures, woodwork, furniture, etc; ability to lead and motivate painting project employees sufficient to direct them toward the timely completion of assigned painting and decorating projects; ability to maintain and repair hand tools and power equipment sufficient to insure their availability and safe operation for painting and decorating projects; ability to complete painting project records of time and materials sufficient to report daily, weekly and monthly progress of the painting and decorating project. NOTE: Wallpapering and wood refinishing work will be credited when accompanied by adequate painting experience. Painting vehicles only will not be credited. Positions with the Department of Corrections may include training and directing the work of inmate painters.</p>
PARALEGAL	Bette Chisholm	8/26/04	<p>Completion of a recognized paralegal training program, OR Completion of a Bachelor's degree with a major in paralegal training, OR Successful completion of one or more years of law school, OR Two years of varied paralegal experience (e.g. Legal Assistant, Legal Clerk or Legal Advocate). Note: Legal Secretary experience involving keying and maintaining case files will not be credited.</p>
PHARMACY TECHNICIAN	Eric Swensson	12/28/04	<p>To qualify, you must have completed vocational/technical program or certification in Pharmacy Technology (Associate in Applied Science degree or Pharmacy Technician diploma) or equivalent; OR possess current National Certification as a Pharmacy Technician; OR have one year experience working as a pharmacy technician which included assisting a Pharmacist in preparing prescriptions, performing data entry of prescription records and inventory records.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
PHOTOGRAPHER	Ron Maas	8/15/02	<p>Knowledge of the methods and practices of modern photography, photo reproduction and industrial photography work sufficient to take still, color, aerial and motion pictures of varied subjects under varied conditions for news, publications, exhibits, records and other purposes.</p> <p>Knowledge of photographic media, equipment and materials sufficient to develop, print, enlarge and retouch photographs.</p> <p>Knowledge of photo-reproduction equipment and materials sufficient to produce enlargements or reductions of plans, maps, charts and other material.</p>
PHYSICAL THERAPY ASSISTANT	Ann Phoenix	1/13/03	<p>Completion of two year college or vocational program as a Physical Therapy Assistant.</p> <p>Knowledge of physical therapy techniques and procedures sufficient to administer active and passive manual exercises, massage, heat, water, sound and light treatments to strengthen and maintain physical capacity of clients.</p> <p>Knowledge of physical therapy equipment and adaptive devices sufficient to fit, adjust, and train clients and their caregivers in use and care of ambulatory devices (such as splints); alter equipment to better meet needs/limitations of client; and implement treatment plans.</p> <p>Ability to observe, track and document client progress in attaining goals and to recommend modifications to goals, as necessary.</p> <p>Knowledge of transfer techniques sufficient to safely lift, move and position clients.</p> <p>Skill in human relations sufficient to establish rapport with clients, their families and service providers.</p> <p>Ability to perform basic health care procedures, such as taking vital signs and administering medications.</p> <p>Ability to provide direct care services and support to clients sufficient to ensure they are well fed, cared for, in good health, and included in decisions, as appropriate.</p> <p>A position may also have specific physical requirements beyond those inherent in the stated Minimum Qualifications and job duties.</p>
PLANT MAINTENANCE ENGINEER	Judy Pearson	4/23/02	Valid Steam Engineer's License

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
PLANT MAINTENANCE ENGINEER LEAD	Eric Swensson	2/11/08	Current licensure in the State of Minnesota as a [choose one of the following licenses]. --Boiler Chief Engineer Grade A --Boiler Chief Engineer Grade B --Boiler Chief Engineer Grade C --Boiler First Class Engineer Grade A --Boiler First Class Engineer Grade B --Boiler First Class Engineer Grade C --Boiler Second Class Engineer Grade A --Boiler Second Class Engineer Grade B --Boiler Second Class Engineer Grade C AND Leadership skills sufficient to provide leadwork direction that includes prioritizing and assigning job duties, directing, guiding and reporting on work activities of other staff
PLASTERER	Bette Chisholm	11/03/03	Must be a licensed plasterer (include license number on your resume) and possess a valid MN Driver's License. Successful candidate must pass a pre-employment physical (demonstrating ability to lift and carry up to 90 lbs, climb ladder, etc.), a criminal background check, and employer reference checks.
PLUMBER	Ron Maas	9/20/02 Update 5/08	Possession of a Minnesota Journey-level Plumber License.
PLUMBER CHIEF	Bette Chisholm	9/15/05 Update 5/08	Possession of a Minnesota Master Plumber's License and a valid Minnesota Class D driver's license. Leadership skills sufficient to provide leadwork direction that includes prioritizing and assigning job duties, directing, guiding and reporting on work activities of other staff.
PLUMBER FITTER	Bette Chisholm	9/15/05 Update 5/08	Possession of a Minnesota Master Plumber's License and a Journeyman Pipefitter License.
PLUMBER MASTER IN CHARGE	Ron Maas	12/3/02 Update 5/08	Possession of a Minnesota Master Plumber's License.
RADIO COMMUNICATIONS OFFICER	Ron Maas	4/02/02	Successful applicant will have at least 6 months of dispatching experience.

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
RADIO TECH 1	Ron Maas	3/6/03 /revised 4/17/2008	FCC Radio-Telephone license or be an APCO (Association of Public Safety Communications Officers) or NABER (National Association of Business and Educational Radio) certified technician or equivalent within six (6) months of hire date; AND a certificate in Electronics from a technical school or military electronic communications school OR one (1) year experience as a radio, TV or electronics equipment repairman, and/or radio station engineer; and Class D driver's license.
RADIO TECH 2	Ron Maas	3/21/2008	* FCC Radio-Telephone license or be an APCO (Association of Public Safety Communications Officers) or NABER (National Association of Business and Educational Radio) certified technician or equivalent within six (6) months of hire date; AND * a certificate in Electronics from a technical school or military electronic communications school or one (1) year experience as a radio, TV or electronics equipment repairman, and/or radio station engineer; AND * Class D driver's license; plus * an additional one (1) year of experience is required that demonstrates the following: 1. skill in troubleshooting techniques, soldering and handling sensitive electronic equipment and parts; 2. knowledge of radio communication procedures and ability to operate communication equipment; 3. knowledge of microprocessor, digital, analog and electromechanical technology; and 4. knowledge of computers, computer peripheral equipment and local and wide area computer networks.
RADIO TECH 3	Ron Maas	10/?/03 Revised 3/21/2008	FCC Radio-Telephone license or be an APCO (Association of Public Safety Communications Officers) or NABER (National Association of Business and Educational Radio) certified technician or equivalent; AND a certificate in Electronics from a technical school or military electronic communications school or one (1) year experience as a radio, TV or electronics equipment repairman, and/or radio station engineer; AND Class D driver's license; PLUS an additional three (2) years of experience is required that demonstrates the following: 1. Advanced technical knowledge of radio electronics sufficient to install, repair and/or program a diverse range of electronic equipment to maintain complex micro-computer based wireless electronic communications equipment (e.g., wide area microwave systems, radio frequency (RF) base stations, audio/data multiplexing equipment, digital and analog recording devices, etc.) 2. Experience working with computers, computer peripheral equipment and local and wide area computer networks.
RADIOLOGIC TECHNOLOGIST	Bette Chisholm	7/7/2006	Current registration with the American Registry of Radiologic Technologists (ARRT).

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
REFRIGERATION MECHANIC	Bette Chisholm	2/27/04	<p>Refrigeration Transition and Recovery Certification appropriate to equipment and position requirements.</p> <p>Two or more years of journey-level refrigeration mechanic experience in the maintenance and repair of major air conditioning and refrigeration systems, e.g., central air conditioning, window air conditioners, HVAC, and commercial refrigeration.</p> <p>Some positions will require possession of Universal EPA Certification for Handling of Refrigerants.</p> <p>Some positions will require one year (of the two year minimum) of experience working with pneumatic controls and/or building automation systems.</p> <p>Some positions will require a diploma or degree in HVAC/Refrigeration from a vocational-technical training program.</p> <p>Note: appliance or home refrigerator repair will not meet the minimum standard.</p>
RESIDENTIAL PROGRAM LEAD	Judy Pearson	11/8/05	<p>1) Two years experience working in a residential setting OR Two years experience working with a special education population OR Two years experience coordinating/leading programs for children or adolescents.</p> <p>2) Knowledge of the multi-challenged/blind/visually impaired or deaf/hard-of-hearing population sufficient to understand their physical, social, psychological and instructional needs.</p> <p>3) Knowledge of child development theory and techniques sufficient to implement and assist with the development of independent/daily living skills programs and individual education plans.</p> <p>4) Ability to train, schedule, assign work to and evaluate performance of subordinate staff.</p> <p>5) Ability to read and write English sufficient to understand written policies and procedures and education plans and to maintain records and documentation.</p> <p>6) Ability to make decisions, resolve conflicts and demonstrate initiative.</p> <p>7) Human relations skills sufficient to communicate effectively and establish rapport with students, parents and staff.</p> <p>Positions at the State Academy for the Deaf require signing skills. Candidates will be assessed for signing skills prior to hire.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
RESIDENTIAL PROGRAM LEAD with Human Services option	Ann Phoenix	Sept 2006	<p>To qualify, you must have</p> <p>The ability to read, write and speak English; provide lead work direction to staff in the delivery of health care services, developmental treatment programs, and support services to developmentally delayed and mentally ill clients; train, schedule, assign work to, and evaluate performance of, subordinate staff in implementing and documenting treatment plans; communicate verbally and nonverbally with clients to identify physical, emotional and daily living needs; evaluate need for, order and obtain supplies and equipment sufficient to ensure that medical, programming and housekeeping functions are maintained; and</p> <p>knowledge of licensing standards sufficient to inspect work sites, eliminate safety hazards, conduct periodic emergency and evacuation drills, and establish operating procedures; the laws, rules, regulations and policies governing treatment of vulnerable adults and operation of licensed facilities sufficient to protect the rights of clients/residents; and therapeutic intervention techniques sufficient to control aggressive or violent behavior.</p>
REVENUE COLLECTIONS OFFICER 1	Bette Chisholm	7/15/02	<p>Math skills sufficient to verify validity of debt liability balances, correct account errors, explain to the debtor the basis of amounts owed, analyze financial statements and DOR records, investigate income sources and determine ability to pay.</p> <p>Language skills sufficient to read and interpret laws, regulations and procedural documents and respond to inquiries.</p> <p>Communication skills sufficient to exchange information and establish effective internal and external working relationships.</p> <p>Computer literacy skills (e.g. word processing, spreadsheets, databases, Internet usage).</p> <p>Ability to deal objectively with individuals of widely divergent life styles.</p> <p>Must be able to deal objectively with individuals whose attitude and behaviors may be very different from those of the employee.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
Security Communications Systems Monitor	Ron Maas	10/11/2005	<p>Two years of clerical, customer service or client service experience requiring frequent public contact along with one of the following:</p> <p>dispatching or security experience; OR</p> <p>experience with multi-line phone systems; OR</p> <p>experience working with criminal justice databases</p> <p>THE ABOVE EXPERIENCE MUST BE CLEARLY STATED WITHIN YOUR RESUME.</p> <p>A high school diploma, basic computer skills, and clear criminal background are required. Candidates must be flexible enough to work NIGHTS, WEEKENDS, and HOLIDAYS as determined by the appointing authority and guidelines set forth between the State of Minnesota and the representing Union.</p>
SECURITY CONTROL CLERK	Ann Phoenix	9/06	<p>To qualify, you must have</p> <p>__two years of office support experience which includes responsibility for operating a switchboard, paging systems and/or radios, and reception duties</p> <p>OR</p> <p>__one year of office support experience which includes responsibility for operating a switchboard, paging systems and/or radios, and reception duties within a law enforcement, public safety or emergency management environment.</p>
SECURITY COUNSELOR	Ann Phoenix	10/10/02	<p>Knowledge of psychiatric terminology and theory sufficient to read and implement treatment strategies, document clients' progress, and recognize and report sudden behavioral and physical changes to appropriate staff.</p> <p>Skill in human relations sufficient to assist in the resolution of disputes; provide ongoing support and direction to clients and facilitate social and leisure activities.</p> <p>Knowledge of hospital security policies and procedures sufficient to minimize aggressive client behaviors and prevent escapes.</p> <p>Ability to read and write English sufficient to understand and implement oral and written directives; document client progress in charts, and explain policies and procedures to new staff/clients.</p> <p>Knowledge of therapeutic intervention and personal safety techniques sufficient to control aggressive and violent behavior.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
SECURITY COUNSELOR LEAD - NO OPTION	Ann Phoenix	10/10/02; rewritten 12/29/04 ACPhoenix edited 9/7/05	<p>To qualify, you must be currently employed as a Security Counselor in a DHS facility for a minimum of two years, providing a secure environment, implementing treatment strategies and managing client behavior.</p> <p>You must also pass a promotional rating based on your performance demonstrating</p> <ul style="list-style-type: none"> • knowledge of psychiatric terminology and theory sufficient to implement treatment strategies, document clients' progress, and recognize and report sudden behavioral and physical changes • knowledge of, and ability to apply, therapeutic intervention techniques and personal safety procedures sufficient to control aggressive and violent behavior • human relations skill sufficient to elicit cooperation from, and provide training to, other staff • problem-solving ability sufficient to identify potential conflicts and develop strategies to address them • ability to understand and consistently comply with regulations, rules and procedures • ability to read, understand, write and speak English sufficient to explain policy and procedures to staff, conduct formal and on-the-job training, facilitate crisis debriefing meetings and document recommendations for policy/procedure changes; • ability to establish and maintain positive and effective relationships with clients while maintaining appropriate boundaries and communicating a good understanding of client's needs • ability to stand, sit, walk fast/run in emergency situations • ability to lift and carry up to 45 pounds occasionally

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
Security Counselor Lead - Buildings and Grounds option	Ann Phoenix	9/7/05	<p>To qualify, you must be currently employed as a Security Counselor in a DHS facility for a minimum of two years, providing a secure environment, implementing treatment strategies and managing client behavior. At least one year of this experience must be in a Control Center environment operating security equipment.</p> <p>You must also pass a promotional rating based on your performance demonstrating all of the following.</p> <p>>>> knowledge of psychiatric terminology and theory sufficient to implement treatment strategies, document clients' progress, and recognize and report sudden behavioral and physical changes</p> <p>>>> knowledge of, and ability to apply, therapeutic intervention techniques and personal safety procedures sufficient to control aggressive and violent behavior</p> <p>>>> human relations skill sufficient to elicit cooperation from, and provide training to, other staff</p> <p>>>> problem-solving ability sufficient to identify potential conflicts and develop strategies to address them</p> <p>>>> ability to understand and consistently comply with regulations, rules and procedures</p> <p>>>> ability to read, understand, write and speak English sufficient to explain policy and procedures to staff, conduct formal and on-the-job training, facilitate crisis debriefing meetings and document recommendations for policy/procedure changes</p> <p>>>> ability to establish and maintain positive and effective relationships with clients while maintaining appropriate boundaries and communicating a good understanding of client's needs</p> <p>>>> ability to operate security control equipment</p> <p>>>> ability to stand, sit, walk fast/run in emergency situations</p> <p>>>> ability to lift and carry up to 45 pounds occasionally</p>
SECURITY GUARD	Ron Maas	6/20/02	<p>Public Relations skills sufficient to effectively deal with the public, building tenants and visitors.</p> <p>Ability to follow oral and written directions sufficient to react quickly and appropriately in emergency situations.</p> <p>Ability to speak and read the English language sufficient to read and apply security procedures, write reports and deal with customers.</p> <p>Must pass a criminal background check. Physical ability sufficient to apprehend a suspect.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
Sentencing to Service (STS) Crew Leader	Bette Chisholm	1/29/03	<p>A minimum of 6 months experience in rough carpentry or construction that includes framing skills and basic skills in reading and understanding blueprints.</p> <p>Experience in providing or the ability to provide lead work direction or supervision sufficient to assign work; provide training on equipment/tool use and work activities; monitor and manage work performance; and motivate work crews to complete projects safely and efficiently.</p> <p>Basic computer and data entry skills sufficient to complete computerized reports.</p> <p>Skills in operating and maintaining an inventory of hand and power tools.</p> <p>Valid Class D driver's license.</p> <p>Current certification in First Aid and CPR (needed prior to hire).</p> <p>Skills in record keeping sufficient to document and maintain client and project files and equipment inventory.</p> <p>Oral and written communication skills sufficient to lead and instruct offender work crews on work projects and equipment/tool operation; provide constructive feedback on work performance; and complete and provide reports on offender performance and project status.</p> <p>Organizational skills sufficient to plan and coordinate work activities and to prioritize, schedule and report on work projects.</p> <p>Ability to work with minimal supervision and follow policies and procedures.</p> <p>Ability to work collaboratively with other agencies and organizations.</p> <p>Strong interpersonal and human relations skills.</p>
SEWING MACHINE OPERATOR	Ann Phoenix	2/26/2004	Minimum of one year full time experience operating sewing machines (single needle and sergers) to create, alter and repair clothing, drapes and linen.
SHEET METAL WORKER	Bette Chisholm	7/16/2003	<p>Completion of an approved apprenticeship in sheet metal work OR</p> <p>4 years of experience as a sheet metal worker including both construction (fabricating custom sheet metal products from blueprints) AND maintenance (repairing existing sheet metal) work.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
SPECIAL EDUCATION PROGRAM ASSISTANT- no option	Judy Pearson	11/12/04	<ol style="list-style-type: none"> 1. A minimum of one year of experience performing teaching assistant related duties. 2. Knowledge of the multi-challenged/blind/visually-impaired or deaf/hard-of-hearing population sufficient to understand their instructional needs. 3. Ability to read and write English sufficient to understand written policies and procedures and education plans and to maintain records and documentation. 4. Human relations skills sufficient to establish rapport with and provide instruction to students. <p>Positions that work with Title I programs are required to have completed two years of study at an institution of higher education OR have an Associate's degree.</p> <p>Positions at the State Academy for the Deaf require signing skills. Candidates -will be assessed for signing skills prior to hire.</p>
Special Education program asst with forensics option	Ann Phoenix	11/13/2006	<p>To qualify you must have a minimum of 1 year experience performing teaching assistant related duties (e.g., classroom training, tutoring, non-credit instruction, etc.) and</p> <p>___knowledge of MID (mentally ill and dangerous) populations and sex offender populations sufficient to understand their learning disabilities and instructional needs</p> <p>___ability to read and write English sufficient to understand written policies and procedures and education plans and to maintain records and documentation</p> <p>___human relations skills sufficient to establish rapport with and provide instruction to students.</p>
STATE PROGRAM ADMIN TECH SPECIALIST – ANIMAL HEALTH	Judy Pearson	9/10/2007	<p>*working knowledge of basic animal husbandry, epidemiology, and animal diseases;</p> <p>*knowledge of modern office procedures, practices and equipment sufficient to develop and improve work procedures and forms;</p> <p>* effective oral and written communications sufficient to present ideas, explain complex technical information in a manner which can be easily understood by the general public, and communicate effectively with technical experts and professionals from multiple agencies;</p> <p>*strong human relations skills sufficient to work constructively with other employees and customers;</p> <p>*organizational skills sufficient to prepare and maintain files in a logical fashion, and prioritize work assignments;</p> <p>*computer and database management skills sufficient to query and prepare reports from stored data; and</p> <p>* ability to read and write a variety of materials in English.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
State Program Admin Tech Specialist – DVS	Ron Maas	2007	<p>Three (3) years experience in motor vehicle title and registration examining and/or work related to MV title registration processes and procedures.</p> <p>Experience analyzing data, interpreting technical material and explaining complex procedures in easy to understand terms.</p> <p>Valid driver license and ability to travel 3-5 consecutive days to locations in Greater Minnesota and metro up to 40% of time.</p>
State Program Admin Tech Specialist – Emergency Communications	Ron Maas	7/7/2006	One year of Duty Officer/Communications Officer experience with the Department of Public Safety. Ability to operate and maintain communication center equipment.
State Program Admin Tech Specialist – Emergency management Option	Ron Maas	7/19/2004	One year of full time Duty Officer experience in the Division of Homeland Security and Emergency Management, Department of Public Safety. Ability to operate and maintain communications center equipment.
state program admin tech specialist – ISO accreditation option	Judy Pearson	8/06	<p>1) Knowledge of ISO 17025 requirements, particularly as it pertains to standards of document control procedures, sufficient to support laboratory scientists and to respond to inquiries and requests.</p> <p>2) Excellent organizational skills in order to complete the varied tasks associated with successful document preparation, control and distribution.</p> <p>3) Experience with MS Word, MS Excel, Adobe Acrobat and HTML.</p> <p>4) Excellent human relations skills</p> <p>5) Ability to understand and work with scientific data.</p> <p>6) Ability to read and write a variety of materials in English.</p>
Stationary Engineer	Ron Maas	1/28/03	Possession of a valid steam engineer's license of the class required by law for the size of plant and work situations involved. (Agencies, enter the class of licensure required for the vacancy being filled. License must be a valid Minnesota Second Class B or higher.)
STEAMFITTER	Bette Chisholm	7/23/2007	<p>Registration with the Minnesota Department of Labor and Industry as a Journeyman Pipefitter.</p> <p>Current Minnesota Class D driver's license.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
STRUCTURAL FABRICATION INSPECTOR	Ron Maas	1/6/2006	<p>You must possess an AWS Certified Welding Inspector (CWI) certificate, a Class D driver's license, and have experience typically acquired over three years performing the following:</p> <ul style="list-style-type: none"> *Conducting quality assurance and/or quality control inspections on materials and processes used in the fabrication of structural steel components for steel and/or concrete bridges and structures for compliance to applicable codes, standards and specifications. *Coatings applications and/or coatings inspections that shall include paint and/or galvanized coatings. *Conducting nondestructive examinations of metal bridges and structures. <p>This experience must demonstrate: the use of quality standards (AISC, TQM or ISO); the interpretation and application of standard specifications including ASTM and AASHTO Standards, AWS Codes and SSPC specifications; the interpretation of plans, specifications, shop drawings, and Welding Procedure Specifications; the use of various measuring and test equipment; computer skills, and basic metallurgy.</p>
structured program assistant	Ann Phoenix	7/23/2004	<p>Applicants must have</p> <ul style="list-style-type: none"> • a minimum of 2 years experience performing a variety of tasks and activities related to the implementation of DT&H support or behavior management in a day training setting for clients with developmental disabilities or mental illness; • the ability to read, comprehend and speak English • oral and written communication skills sufficient to exchange information, resolve issues and answer questions; and • the ability to work independently and as part of a team.
Theatre Technician	Eric Swensson	4/28/2004	<p>Two years of experience in set design and construction, scenery preparation and rigging, and lighting. A Bachelor's degree in Theater Arts with a concentration in Technical Theater may substitute for the experience requirement.</p> <p>Knowledge of professional procedures and practices used by theater arts and craftworkers; occupational practices of the theater and its machinery and equipment, and the safety procedures involved in working with this machinery and equipment; standard practices used in the construction of stage scenery, furniture, and properties; conventional methods of mounting and rigging stage scenery; the characteristics of the common materials used in scenic construction (e.g. lumber, canvas, metal, plastics).</p> <p>Ability to read working drawings, front elevations, floor plans, and shift plans; supervise skilled and unskilled helpers; perform routine maintenance and repair of stage lighting equipment; operate analogue and digital recording and playback equipment.</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
Theatre Technician – Costume Option	Eric Swensson	4/28/2004	<p>Two years of experience in costume design and construction. A Bachelor's degree in Theater Arts with a concentration in Costuming may substitute for the experience requirement.</p> <p>Considerable knowledge of the procedures and practices of costume design and construction for theater productions, including making patterns, fitting, and altering clothing; design and application of stage makeup for theater productions.</p> <p>Ability to provide technical supervision over crews doing costume design and construction; administer, organize, and oversee the purchase and inventory of all costume and makeup supplies and equipment.</p>
TRANSPORTATION COMMUNICATIONS OPERATOR	Eric Swensson	1/23/2009	<p>-One year roadway maintenance operations experience and three months dispatching experience OR two years roadway maintenance experience.</p> <p>-Proficiency of at least 25 w.p.m. key-boarding skill to input data, record keeping and create reports.</p>
Transportation Materials Specialist	Ron Maas	5/11/2007	<ul style="list-style-type: none"> - A minimum of 1 year working knowledge of principles, practices and methods of inventory management - Knowledge of terminology related to construction, maintenance and/or electronic/electrical operations - Personal computer and various software applications - Write specifications; organize and prepare solicitations; analyze bids; select and notify vendors - Operate various materials handling equipment - Communicate effectively both orally and in writing - Work independently with minimal supervisory direction - Work under extremely adverse weather conditions, work irregular shifts, and work in high density traffic areas

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
VETERANS HOME PROGRAM ASSISTANT	Eric Swensson	4/18/2006	<p>Ability to read, write and speak English sufficient to implement department programs.</p> <p>Knowledge of therapeutic recreation techniques, gerontology and basic principles of human relations.</p> <p>Ability to effectively interact and motivate residents to increase socialization and interpersonal interactions.</p> <p>Ability to assist residents with activities of daily living including bathing, dressing, grooming, eating, ambulating, and toileting.</p> <p>Knowledge of transfer techniques sufficient to safely lift, move and position residents.</p> <p>Ability to operate facility vehicles.</p> <p>Ability to provide lead work direction to other facility staff and volunteers.</p> <p>Knowledge of laws, rules, regulations and policies governing treatment of vulnerable adults and operation of licensed facilities sufficient to protect the rights of residents.</p>
WAREHOUSE EXAMINER	Judy Pearson	9/10/2007	<ol style="list-style-type: none"> 1. One year experience working in a grain elevator - buying, selling, storing, sampling or inspecting grain. 2. Knowledge of the types and condition of grain. 3. Working knowledge of bookkeeping and a basic understanding of accounting principles; also the ability to apply this knowledge when reviewing the applicable warehouse records. 4. Ability to utilize calculators, typewriters and computers. 5. Excellent oral and written communication skills. 6. Valid Drivers License.
Welder	Ron Maas	10/21/2003	<p>Two years experience as a Combination welder (arc and gas, Heli-arc, wire feed, MIG, TIG and plasma cutter) involving working from blueprints, making jigs and fixtures, and fabrication including stainless steel and aluminum. Production welding using automatic welding machines will not receive credit. You must describe the types of welding processes you have used and must indicate whether or not you have worked from blueprints. Some positions require Class "B" Commercial Driver's License</p>

CLASS	PERSON RESPONSIBLE	DATE COMPLETED	MINIMUM QUALIFICATIONS
Work Therapy Assistant	Ann Phoenix	1/13/03	<p>Knowledge of work activity program development sufficient to design work therapy plans for clients.</p> <p>Organizational skill sufficient to design work areas and development processes.</p> <p>Knowledge of client groups sufficient to accommodate for special limitations in the work setting.</p> <p>Ability to operate hand and power tools sufficient to instruct others in their safe operation and adapt or modify tools to accommodate physical and/or mental limitations.</p> <p>Knowledge of behavior modification techniques sufficient to implement prescribed programs.</p> <p>Math ability sufficient to calculate employee payroll.</p> <p>Ability to read, write and speak English.</p> <p>A position may also have specific physical requirements beyond those inherent in the stated Minimum Qualifications and job duties.</p>
Work Therapy Technician	Ann Phoenix	9/8/05	To qualify, you must have a minimum of one-year experience implementing training programs for individuals who have a developmental disability, mental illness, chemical dependency, and/or physical disability.
ZOO Farm Keeper	Eric Swensson	1/27/05	<p>You must have either: A) One year of experience as a full-time animal attendant in a zoo or farm park; OR B) Two years experience in a commercial livestock operation involving responsibility for maintaining production and growth efficiency records and aiding in the implementation of selective breeding programs, diet formulation, and feeding and sanitation practices; OR C) Two years experience as a veterinary technician involving the restraint and medical treatment of large domestic animals.</p> <p>Must be able to lift and carry up to 50 pounds.</p>
zoo keeper	Eric Swensson	2/24/2004	<p>1) One year experience as a full-time Zookeeper in a zoo or aquarium; or</p> <p>2) Three years full-time experience in an established laboratory or field research program involving vertebrate animals and data collection; responsible work experience in a laboratory animal colony or veterinary hospital involving direct animal care and maintenance.</p> <p>Experience must be within the last 10 years and include all of the following: observation of animal behaviors, preparation and feeding of animal diets, preparation and maintenance of detailed animal records, and maintenance of sanitary animal living conditions.</p>
Zoo Life Support Operator	Eric Swensson	8/11/2005	To be minimally qualified, you must have a minimum of 6 months experience in the operation, maintenance, and repair of pumps, filters, and motors for aquatic life support systems, and water quality testing. Current scuba certification is also required.