



Substitution for Required Education and Experience

PHILOSOPHY AND FORMULA

The Department of Human Resources believes it is the combination of education and experience that allows each employee to be best prepared to perform the duties and responsibilities of his or her position. Human Resources sets the education and experience requirements for each position by evaluating the position's duties and responsibilities and then determining the minimum combination of education and experience necessary to perform the job. The goal is to have the largest applicant pool possible; containing the most qualified individuals.

In many instances, an applicant may not meet the minimum requirements of the position. Some candidates may have too little education or too little experience. Human Resources allows for additional experience to substitute for required education. Applicants lacking the education required by a position may still qualify to apply for the position. If an applicant has experience above and beyond the initial requirement and such experience is directly related to the duties of the position, he or she may be allowed to use his or her additional experience to substitute for the required degree. If an applicant has a lower degree than the degree required by the position, a combination of education and experience may be used to determine if the applicant is qualified. It is uncommon for Human Resources to allow additional education to substitute for required experience, however, it is allowed for some positions.

If a substitution is allowed, a substitution statement will be on the position's job description and advertised on the position announcement.

'Experience for Education' Statement: Related experience may be substituted for required education on a basis set forth by the Department of Human Resources.

'Education for Experience' Statement: Additional education may substitute for experience on a basis set forth by the Department of Human Resources.

SUBSTITUTION FORMULAS

Experience for Education: Every two years of experience directly related to the duties of the job, above and beyond the minimum experience requirement, can substitute for every one year of required education. There are no substitutions for a high school diploma, GED, Ph.D., or other profession-specific advanced degrees.

Eight (8) years of related experience can substitute for a bachelor's degree.

An earned associate's degree related to the position AND four (4) years of related experience can substitute for a bachelor's degree.

Four (4) years of related experience can substitute for a master's degree, when applicable.

Example: If a position requires a bachelor's degree and two years of related experience, a candidate with ten years of related experience may be considered a qualified applicant.

Education for Experience: Additional education may be substituted for experience on a year-for-year basis, when applicable. *Note: this substitution is not common and only applicable when specifically noted on the position description.*

Bachelor's degree can substitute for four years of required experience.

Master's degree can substitute for two years of required experience.

Ph.D. can substitute for five years of required experience.

Example: If a position requires a bachelor's degree and three years of related experience, a candidate with a master's degree and one year of related experience may be considered a qualified applicant (as long as Human Resources has determined the 'education for experience' substitution is allowable for the position).