



**Oregon
Department
of Transportation**

CAREER GUIDE

2020

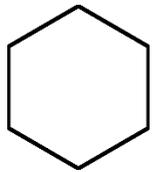
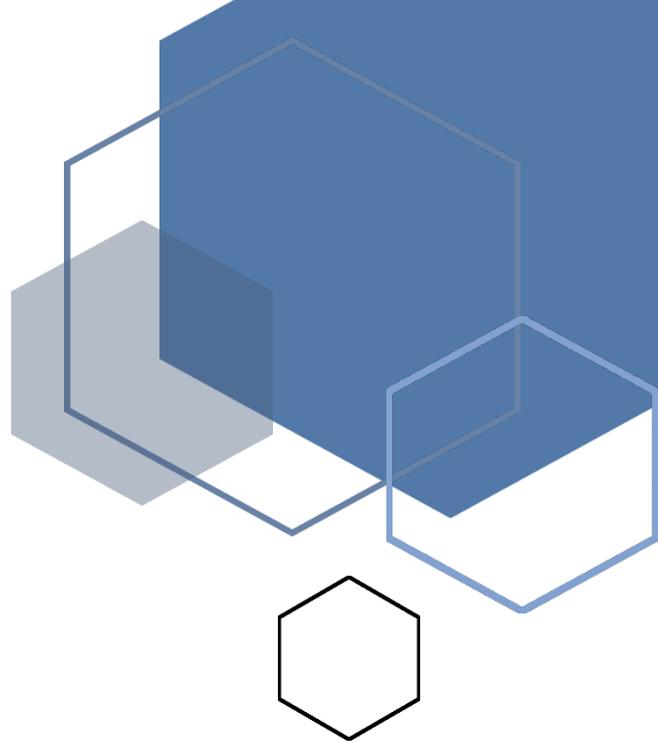


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We invite members of all diverse communities to join our workforce as we endeavor to best serve Oregonians from every background. ODOT values diversity and inclusion because they are good for Oregon. We believe that by welcoming differences, encouraging new ideas and views, listening to and learning from each other, and providing opportunities for professional enrichment we are better able to serve those around us. We thank you for considering this employment opportunity.

About Us

The Oregon Department of Transportation began life in 1913 when the Oregon Legislature created the Oregon Highway Commission to "get Oregon out of the mud." Today, the Oregon Department of Transportation works to provide a safe, efficient transportation system that supports economic opportunity and livable communities for Oregonians. We develop programs related to Oregon's system of highways, roads, and bridges; railways; public transportation services; transportation safety programs; driver and vehicle licensing; and motor carrier regulation.

ODOT's Mission Statement

We provide a safe and reliable multimodal transportation system that connects people and helps Oregon's communities and economy thrive.

Our Values:

These principles inform decision making and guide our behavior in working with each other, our partners and the communities we serve:

- **Integrity:** We are accountable and transparent with public funds and hold ourselves to the highest ethical standards.
- **Safety:** We share ownership and responsibility for ensuring safety in all that we do.
- **Equity:** We embrace diversity and foster a culture of inclusion.
- **Excellence:** We use our skills and expertise to continuously strive to be more efficient, effective and innovation.
- **Unity:** We work together as One ODOT to provide better solutions and ensure alignment in our work.

Our Strategies:

- Provide outstanding customer service.
- Use innovative program design and technologies to solve transportation problems.
- Improve the return on investment of our transportation funds.
- Attract, retain and develop an outstanding ODOT workforce.
- Engage the public, other state agencies, local governments, business and community leaders in solving transportation problems and planning for the future.
- Increase intermodal linkages to improve access for people and goods.
- Communicate, educate and inform the public about transportation issues.

Introduction to a Career at ODOT

We are honored that you are considering opportunities at ODOT to begin or continue your career. ODOT is a very exciting and dynamic organization and you will find opportunities to take your career as far as you want it to go.

During your first one to three years, you will invest a great deal of time learning about your job and the organization. You and your manager will work together to map out the activities that will help make you successful, such as training, job assignments, and mentoring.

A milestone in nearly everyone's career occurs when you explore the opportunity to pursue a promotional or lateral opportunities within the agency. Oftentimes, these opportunities are:

- In another region
- At a distant location within your region (another area or district)
- In the headquarters building in Salem
- In another division

When exploring these opportunities, there are a variety of things you may want to consider such as the potential changes or impact on family. Balancing your career goals may require weighing the benefits of the promotion or lateral position versus the potential issues relating to a move and change in lifestyle. There can be changes in proximity to family and friends, lifestyle such as urban vs. rural settings, recreational activities, and even healthcare adjustments.

Gaining Experience Through Participation and Inclusion

One of the best ways to gain experience is through on-the-job training. Working with various teams and councils throughout the agency enables you to become better skilled in your area of interest and gain experience by learning from those in other disciplines.

- Work with your supervisor to create a development plan that fits into your career goals and objectives. Seek out involvement in professional associations or organizations that are in your area of interest.
- Ask your supervisor for a variety of projects whenever possible to expand your experience.
- Look for ways to be included in voluntary agency activities such as Diversity Action Teams (DAT), interview panels, Oregon Food Drive efforts, the ASPIRE mentorship program, and other activities that support the communities we serve.

Interview Preparation

When you've been invited for an interview, your thoughts naturally turn to giving a winning performance on the day. A bit like exams, interviews can creep up on you, but good preparation is the key to success.

Here are areas you may want to address. Some of it may seem a bit obvious, but because many people don't interview frequently, it's worth reminding yourself of the process.

- Work on answers to the most common interview questions. The "tell me about yourself" or "talk me through your résumé" questions are normally asked to ease you in; so make sure you're ready for them.
- Have a short, two or three minute response that you can give comfortably. Start with a strong statement, such as: "I am a project manager with 15 years of experience in technology projects in the media sector." Then follow this with a summarized chronological story showing how you got to your current career position. No career history is perfect, but if you have gaps in your résumé – or lots of short jobs – have a way of telling the story around them without becoming defensive.
- Carefully read through the job announcement and desired attributes identifying your experiences that demonstrate the skills or knowledge gained. Again, practice articulating each one. Writing down answers is a good way to do this — reading them aloud, recording your answers, or having a mock interview is even better.
- Now think about how you're going to address the more tricky questions such as, "where would you like to be in five years' time?" or "what are your weaknesses?"
- If it's not explicit in the invite, find out the format of the interview and the number of people involved beforehand. It's not that you have to prepare particularly differently, but if you're expecting a relaxed chat with a HR person and you get five senior people grilling you, it's likely to throw you.
- Research the branch or region and pay attention to news stories, their website, and strategic plans. Also, see if you can speak to someone in your network that works or has worked there.
- Utilize the STAR interview method as a format for answering behavioral interview questions. Interview questions are asked for you to provide a real-life example of how you handled a certain kind of situation at work in the past. See <https://careercenter.lehigh.edu/node/145>
- WorkSource Oregon presents workshops on how to complete state applications. <http://www.worksourceoregon.org/>

Useful Websites

To review a current list of all ODOT jobs:

odotjobs.com

To view minimum qualification and classification requirements:

[State of Oregon Classification and Compensation](#)

Reference and/or Background Checks

ODOT consistently conducts reference checks for all final candidates (you should provide prior supervisors over personal references).

Thorough reference and/or background checks are conducted for all final applicants prior to our making an offer of employment. This also applies to internal (agency or state) applicants. A history of workplace harassment, discrimination, inappropriate conduct, or poor performance or attendance may disqualify you from the hiring process.

Additional background research or verification on finalist(s) may be necessary for certain types of positions prior to an offer of employment. These may include but are not limited to a review of criminal convictions, credit history, motor vehicle driving records, random or pre-employment drug screening, and may include fingerprint-based criminal background checks.

Equal Employment Opportunities

The Oregon Department of Transportation is an equal employment opportunity employer and all employment decisions are made without regard to race, gender, age, national origin, religion, mental or physical disability, or other classes of protection required by law and ordinance. ODOT actively seeks applications from qualified women, minority, and/or disabled candidates as well as from candidates of other protected or minority groups.

Reasonable Accommodation

Please contact the ODOT recruiter on the job posting if you will need any special accommodations in the recruitment and selection process. This may be due to disability or impairment which will allow you to participate in the recruitment process or to perform the work once hired. Accommodation requests should be made as soon as possible.

ODOT Online Application Help - Workday

1. **Workday Login** – Create one account with your formal name. If hired, your candidate account becomes your employee profile.
2. **Work Experience – *Be detailed and thorough*** listing your experience that relates to the position for which you are applying (e.g. handling money, making change, types of customer service, operating equipment, managerial duties, etc.). Separately list each position title of permanent, temporary, and seasonal work, even if it is for the same company. **Note: This section will be used to determine if you meet the minimum qualifications.**
3. **Education**– If required, list your degree(s) in the appropriate sections. You may include all degrees or coursework and credits completed even if no degree was earned. If you are using education or coursework to meet the minimum qualifications, you will need to attach a transcript to your application.
4. **Supplemental Questions** – Answer each supplemental question asked. This is your opportunity to showcase your experience to the hiring manager by providing **detailed** answers to all parts of each question. This information is used to help the hiring manager evaluate and grade the applications to determine who will be offered an interview. Experience listed in your answers to the Supplemental Questions must also clearly be stated in the job announcement.
5. **Agency Questions** –. The requested information in this step may be used for applicant tracking, statistical purposes to comply with federal reporting requirements, and to gain other relevant information. Answer each question asked or select “decline to answer.”
6. **Workday Tasks** – Make sure you have completed all tasks after submitting your application. There will be a Public Records Request questionnaire after submitting your application.
7. **Veterans’ Preference** – If you are a veteran, the task to claim preference will come after the PRR question. For privacy reasons, please **do not attach** your DD214/DD215/civil service preference letter to your application or combine it with any other required document attachments. We will ask you for your documents later in the process through Workday.
8. **References** – If you are invited to interview, you will be asked to sign a reference release form and provide references. For references of self-employment, use professional contacts, suppliers, and/or your customers.

ODOT Career Matrix

I want to work in...	You will need... (THESE ARE NOT EXACT QUALIFICATIONS)	Classification Title
ACCOUNTING	2 YEARS OF TECHNICAL SUPPORT ACCOUNTING EXPERIENCE OR 36-QUARTER CREDIT HOURS FROM AN ACCREDITED COLLEGE WITH 9-QUARTER CREDITS IN ACCOUNTING	ACCOUNTING TECHNICIAN 2
ACCOUNTING	3 YEARS OF TECHNICAL SUPPORT ACCOUNTING EXPERIENCE OR 90-QUARTER CREDIT HOURS FROM AN ACCREDITED COLLEGE WITH 12-QUARTER CREDITS IN ACCOUNTING	ACCOUNTING TECHNICIAN 3
ACCOUNTING	BACHELOR'S DEGREE IN ACCOUNTING OR A BACHELOR'S DEGREE IN ANY DISCIPLINE THAT INCLUDES 30 QUARTER CREDIT HOURS IN ACCOUNTING. OR 30-QUARTER CREDIT HOURS IN ACCOUNTING AND 2 YEARS OF ACCOUNTING EXPERIENCE	ACCOUNTANT 1
ACCOUNTING	CPA CERTIFICATE OR 2 YEARS OF PROFESSIONAL ACCOUNTING EXPERIENCE AND A BACHELOR'S DEGREE WITH 30-QUARTER CREDIT HOURS IN ACCOUNTING	ACCOUNTANT 2
ACCOUNTING	CPA CERTIFICATE AND 2 YEARS PROFESSION ACCOUNTING EXPERIENCE OR 4 YEARS OF PROFESSIONAL ACCOUNTING EXPERIENCE AND A BACHELOR'S DEGREE WITH 30-QUARTER CREDIT HOURS IN ACCOUNTING	ACCOUNTANT 3
ACCOUNTING	CPA CERTIFICATE AND 4 YEARS PROFESSION ACCOUNTING EXPERIENCE OR 6 YEARS OF PROFESSIONAL ACCOUNTING EXPERIENCE AND A BACHELOR'S DEGREE WITH 30-QUARTER CREDIT HOURS IN ACCOUNTING	ACCOUNTANT 4
ARCHAEOLOGY, ARCHITECTURE, BIOLOGY, ENVIRONMENTAL SCIENCE	A BACHELOR'S DEGREE OR 3 YEARS OF EXPERIENCE	ENVIRONMENTAL PROGRAM COORDINATOR 1

ARCHAEOLOGY, ARCHITECTURE, BIOLOGY, ENVIRONMENTAL SCIENCE	A BACHELOR'S DEGREE AND 2 YEARS OF EXPERIENCE OR 5 YEARS OF EXPERIENCE	ENVIRONMENTAL PROGRAM COORDINATOR 2
ARCHAEOLOGY, ARCHITECTURE, BIOLOGY, ENVIRONMENTAL SCIENCE	A BACHELOR'S DEGREE AND 3 YEARS OF EXPERIENCE OR 6 YEARS OF EXPERIENCE	ENVIRONMENTAL PROGRAM COORDINATOR 3
AUDITING	BACHELOR'S DEGREE AND 2 YEARS OF AUDITING EXPERIENCE A GRADUATE LEVEL DEGREE IN DEFINED AREAS MAY SUBSTITUTE FOR 1 YEAR OF EXPERIENCE	INTERNAL AUDITOR 2
AUDITING	BACHELOR'S DEGREE AND 3 YEARS OF AUDITING EXPERIENCE A GRADUATE LEVEL DEGREE IN DEFINED AREAS MAY SUBSTITUTE FOR 1 YEAR OF EXPERIENCE	INTERNAL AUDITOR 3
AUDITING	BACHELOR'S DEGREE AND 1 YEAR OF AUDITING EXPERIENCE OR 20-QUARTER HOURS OF COLLEGE BUSINESS OR FINANCIAL AND 3 YEARS OF AUDITING EXPERIENCE	GOVERNMENTAL AUDITOR 1
AUDITING	BACHELOR'S DEGREE AND 2 YEARS OF AUDITING EXPERIENCE OR 20-QUARTER HOURS OF COLLEGE BUSINESS OR FINANCIAL AND 4 YEARS OF AUDITING EXPERIENCE	GOVERNMENTAL AUDITOR 2
CUSTOMER SERVICE	2 YEARS OF EXPERIENCE OR AN ASSOCIATE DEGREE AND 1 YEAR OF EXPERIENCE	TRANSPORTATION SERVICE REPRESENTATIVE 1
CUSTOMER SERVICE	3 YEARS OF EXPERIENCE OR AN ASSOCIATE DEGREE AND 2 YEARS OF EXPERIENCE	TRANSPORTATION SERVICE REPRESENTATIVE 2
CUSTOMER SERVICE	4 YEARS OF PUBLIC CONTACT WITH AT LEAST 2 YEARS INTERPRETING PROCEDURES AND TRAINING USING COMPUTERS	TRANSPORTATION SERVICES OFFICE LEADER
CUSTOMER SERVICE	2 YEARS OF PUBLIC CONTACT EXPERIENCE WITH 1 YEAR OF RECEIVING AND DISPATCHING EMERGENCY OR CERTIFIED EMERGENCY COMMUNICATIONS COURSE	TRANSPORTATION TELECOMMUNICATIONS SPECIALIST 1

CUSTOMER SERVICE	2 YEARS EXPERIENCE IN CUSTOMER SERVICE WITH ONE YEAR INCLUDING EXPLAINING RULES, REGULATIONS, AND POLICIES	PUBLIC SERVICE REPRESENTATIVE 3
CUSTOMER SERVICE	3 YEARS OF PUBLIC CONTACT EXPERIENCE WITH 1 YEAR OF RECEIVING AND DISPATCHING EMERGENCY OR CERTIFIED EMERGENCY COMMUNICATIONS COURSE	TRANSPORTATION TELECOMMUNICATIONS SPECIALIST 2
CUSTOMER SERVICE	2 YEARS OF EXPERIENCE OR AN ASSOCIATE DEGREE AND 1 YEAR OF EXPERIENCE	MOTOR CARRIER ENFORCEMENT OFFICER 1
CUSTOMER SERVICE	3 YEARS OF EXPERIENCE OR AN ASSOCIATE DEGREE AND 2 YEARS OF EXPERIENCE	MOTOR CARRIER ENFORCEMENT OFFICER 2
ELECTRICAL	GENERAL JOURNEYMAN ELECTRICAL LICENSE	ELECTRICIAN 2
ELECTRICAL	GENERAL SUPERVISING ELECTRICAL LICENSE	ELECTRICIAN 3
ENGINEERING	A BACHELOR'S DEGREE IN ENGINEERING OR CERTIFICATION	ASSOCIATE IN ENGINEERING 1
ENGINEERING	CERTIFICATION AND 1 YEAR OF EXPERIENCE	ASSOCIATE IN ENGINEERING 2
ENGINEERING	A BACHELOR'S DEGREE OR AN ASSOCIATE DEGREE AND 2.5 YEARS OF EXPERIENCE OR 4 YEARS OF EXPERIENCE OR A COMBINATION OF BOTH	CIVIL ENGINEERING SPECIALIST 1
ENGINEERING	A BACHELOR'S DEGREE AND 2 YEARS OF EXPERIENCE OR 5 YEARS OF EXPERIENCE OR A COMBINATION OF BOTH	CIVIL ENGINEERING SPECIALIST 2
ENGINEERING	A BACHELOR'S DEGREE AND 4 YEARS OF EXPERIENCE	CIVIL ENGINEERING SPECIALIST 3

	<p>OR 7 YEARS OF EXPERIENCE</p> <p>OR A COMBINATION OF BOTH</p>	
ENGINEERING OR SURVEYING TECHNOLOGY	<p>AN ASSOCIATE DEGREE IN ENGINEERING TECHNOLOGY</p> <p>OR 18 MONTHS OF EXPERIENCE</p> <p>OR A COMBINATION OF BOTH</p>	ENGINEERING SPECIALIST 1
ENGINEERING OR SURVEYING TECHNOLOGY	<p>A BACHELOR DEGREE</p> <p>OR 2 YEARS OF EXPERIENCE AND AN ASSOCIATE DEGREE IN ENGINEERING TECHNOLOGY</p> <p>OR 3 YEARS OF EXPERIENCE</p>	ENGINEERING SPECIALIST 2
ENGINEERING OR SURVEYING TECHNOLOGY	<p>AN ASSOCIATE DEGREE IN ENGINEERING TECHNOLOGY AND 4 YEARS OF EXPERIENCE</p> <p>OR 5.5 YEARS OF EXPERIENCE</p>	ENGINEERING SPECIALIST 3
ENGINEERING	A PROFESSIONAL ENGINEER LICENSE	PROFESSIONAL ENGINEER 1
ENGINEERING	A VALID PROFESSIONAL ENGINEER'S LICENSE IN CIVIL, STRUCTURAL, OR TRANSPORTATION-RELATED ENGINEERING AND 3 YEARS OF JOURNEY LEVEL PROFESSIONAL ENGINEER EXPERIENCE.	PROFESSIONAL ENGINEER 2
FINANCE	<p>A BACHELOR'S DEGREE</p> <p>OR 3 OF YEARS EXPERIENCE</p>	FISCAL ANALYST 1
FINANCE	<p>A BACHELOR'S DEGREE AND 2 YEARS OF EXPERIENCE OR A MASTER'S DEGREE AND 1 YEAR OF EXPERIENCE</p> <p>OR 5 YEARS OF EXPERIENCE OR COMPLETION OF TRAINEE PROGRAM</p>	FISCAL ANALYST 2
FINANCE	<p>A BACHELOR'S DEGREE AND 3 YEARS OF EXPERIENCE OR A MASTER'S DEGREE AND 2 YEARS OF EXPERIENCE</p> <p>OR 6 YEARS OF EXPERIENCE</p>	FISCAL ANALYST 3
GENERAL BUSINESS WORK	<p>A BACHELOR'S DEGREE</p> <p>OR A COMBINATION OF EDUCATION AND EXPERIENCE</p>	PROGRAM ANALYST 1

GENERAL BUSINESS WORK	A BACHELOR'S DEGREE AND 2 YEARS OF EXPERIENCE OR A COMBINATION OF BOTH	PROGRAM ANALYST 2
GENERAL BUSINESS WORK	A BACHELOR'S DEGREE AND 4 YEARS OF EXPERIENCE OR A MASTER'S DEGREE AND 3 YEARS OF EXPERIENCE OR 7 YEARS OF EXPERIENCE	PROGRAM ANALYST 3
GENERAL BUSINESS WORK	A BACHELOR'S DEGREE AND 5 YEARS OF EXPERIENCE OR A COMBINATION OF BOTH EQUIVALENT TO 8 YEARS OF EXPERIENCE	PROGRAM ANALYST 4
GENERAL BUSINESS WORK	A BACHELOR'S DEGREE OR A COMBINATION OF EDUCATION AND EXPERIENCE EQUAL TO 3 YEARS	OPERATIONS & POLICY ANALYST 1
GENERAL BUSINESS WORK	A BACHELOR'S DEGREE AND 2 YEARS OF EXPERIENCE OR A COMBINATION OF BOTH EQUIVALENT TO 5 YEARS OF EXPERIENCE	OPERATIONS & POLICY ANALYST 2
GENERAL BUSINESS WORK	A BACHELOR'S DEGREE AND 4 YEARS OF EXPERIENCE OR A COMBINATION OF BOTH EQUIVALENT TO 7 YEARS OF EXPERIENCE	OPERATIONS & POLICY ANALYST 3
GEOLOGY	REGISTERED GEOLOGIST LICENSE OR A CERTIFIED ENGINEERING GEOLOGIST LICENSE FROM THE OREGON STATE BOARD OF GEOLOGIST EXAMINERS AND 3 YEARS OF JOURNEY LEVEL EXPERIENCE	GEOLOGIST 2
GEOLOGY	A BACHELOR'S DEGREE AND 4 YEARS OF EXPERIENCE OR 7 YEARS OF EXPERIENCE	GEOLOGIST 3
HEAVY EQUIPMENT	4 YEARS OF EXPERIENCE AT A JOURNEYMAN LEVEL AND A COMMERCIAL DRIVER'S LICENSE (CDL)	HEAVY EQUIPMENT TECHNICIAN 1
HEAVY EQUIPMENT	6 YEARS OF EXPERIENCE AT A JOURNEYMAN LEVEL AND A COMMERCIAL DRIVER'S LICENSE (CDL)	HEAVY EQUIPMENT TECHNICIAN 2

HIGHWAY MAINTENANCE	6 MONTHS OF EXPERIENCE HEAVY/LIGHT MOTORIZED EQUIPMENT, HAND TOOLS, SERVICING OF EQUIPMENT AND APPLYING SAFETY PROCEDURES	TRANSPORTATION MAINTENANCE SPECIALIST 1
HIGHWAY MAINTENANCE	2 YEARS OF MAINTENANCE AND/OR CONSTRUCTION EXPERIENCE	TRANSPORTATION MAINTENANCE SPECIALIST 2
HIGHWAY MAINTENANCE	3 YEARS OF MAINTENANCE AND/OR CONSTRUCTION EXPERIENCE	TRANSPORTATION MAINTENANCE COORDINATOR 1
HIGHWAY MAINTENANCE	3 YEARS OF MAINTENANCE AND/OR CONSTRUCTION EXPERIENCE WITH ONE YEAR OF LEAD WORK	TRANSPORTATION MAINTENANCE COORDINATOR 2
HIGHWAY MAINTENANCE	2 YEARS LEADWORK OVER A CREW	TRANSPORTATION MAINTENANCE SUPERVISOR
HIGHWAY MAINTENANCE	BACHELOR'S DEGREE AND 2 YEARS OF COMMERCIAL CONSTRUCTION PROJECT MANAGEMENT EXPERIENCE OR ASSOCIATES DEGREE AND 3.5 YEARS OF CONSTRUCTION PROJECT MANAGEMENT EXPERIENCE OR 5 YEARS OF EXPERIENCE WITH 3.5 YEARS OF CONSTRUCTION PROJECT MANAGEMENT EXPERIENCE	CONSTRUCTION PROJECT MANAGER 2
HIGHWAY MAINTENANCE	BACHELOR'S DEGREE AND 4 YEARS OF COMMERCIAL CONSTRUCTION PROJECT MANAGEMENT EXPERIENCE OR ASSOCIATES DEGREE AND 5.5 YEARS OF CONSTRUCTION PROJECT MANAGEMENT EXPERIENCE OR 7 YEARS OF EXPERIENCE WITH 5.5 YEARS OF CONSTRUCTION PROJECT MANAGEMENT EXPERIENCE	CONSTRUCTION PROJECT MANAGER 3
HUMAN RESOURCES	A BACHELOR'S DEGREE OR EXPERIENCE	HUMAN RESOURCE ANALYST 1
HUMAN RESOURCES	A BACHELOR'S DEGREE PLUS 2 YEARS OF EXPERIENCE OR CERTIFICATION AND 3 YEARS OF EXPERIENCE OR 5 YEARS OF EXPERIENCE	HUMAN RESOURCE ANALYST 2
HUMAN RESOURCES	A BACHELOR'S DEGREE PLUS 3 YEARS OF EXPERIENCE OR CERTIFICATION AND 4 YEARS OF EXPERIENCE OR 6 YEARS OF EXPERIENCE OR A	HUMAN RESOURCE ANALYST 3

	MASTER'S DEGREE AND 2 YEARS OF EXPERIENCE	
INCIDENT RESPONSE	2 YEARS OF EXPERIENCE ONE YEAR INCLUDING PUBLIC SAFETY OR TRANSPORTATION RELATED EXPERIENCE	INCIDENT RESPONSE OPERATIONS SPECIALIST
INFORMATION TECHNOLOGY	2 YEARS OF EXPERIENCE OR AN ASSOCIATE'S DEGREE IN COMPUTER SCIENCE, INFORMATION TECHNOLOGY OR COMPLETION OF A 2 YEAR ACCREDITED VOCATIONAL TRAINING PROGRAM IN I.T.	INFORMATION SYSTEMS SPECIALIST 3
INFORMATION TECHNOLOGY	3 YEARS OF EXPERIENCE OR AN ASSOCIATE'S DEGREE IN COMPUTER SCIENCE, INFORMATION TECHNOLOGY OR A 2 YEAR VOCATIONAL TRAINING PROGRAM- AND 1 YEAR OF EXPERIENCE	INFORMATION SYSTEMS SPECIALIST 4
INFORMATION TECHNOLOGY	4 YEARS OF EXPERIENCE OR AN ASSOCIATE'S DEGREE IN COMPUTER SCIENCE, INFORMATION TECHNOLOGY OR A 2 YEAR VOCATIONAL TRAINING PROGRAM- AND 2 YEARS OF EXPERIENCE OR A BACHELOR'S DEGREE IN RELATED FIELD	INFORMATION SYSTEMS SPECIALIST 5
INFORMATION TECHNOLOGY	5 YEARS OF EXPERIENCE OR AN ASSOCIATE'S DEGREE IN COMPUTER SCIENCE, INFORMATION TECHNOLOGY OR A 2 YEAR VOCATIONAL TRAINING PROGRAM- AND 3 YEARS OF EXPERIENCE OR A BACHELOR'S DEGREE IN RELATED FIELD AND 1 YEAR OF EXPERIENCE	INFORMATION SYSTEMS SPECIALIST 6
INFORMATION TECHNOLOGY	6 YEARS OF EXPERIENCE OR AN ASSOCIATE'S DEGREE IN COMPUTER SCIENCE, INFORMATION TECHNOLOGY OR A 2 YEAR VOCATIONAL TRAINING PROGRAM- AND 4 YEARS OF EXPERIENCE OR A BACHELOR'S DEGREE IN RELATED FIELD AND 2 YEARS OF EXPERIENCE OR A MASTER'S DEGREE IN RELATED FIELD	INFORMATION SYSTEMS SPECIALIST 7

INFORMATION TECHNOLOGY	<p>7 YEARS OF EXPERIENCE</p> <p>OR AN ASSOCIATE'S DEGREE IN COMPUTER SCIENCE, INFORMATION TECHNOLOGY OR A 2 YEAR VOCATIONAL TRAINING PROGRAM- AND 5 YEARS OF EXPERIENCE</p> <p>OR A BACHELOR'S DEGREE IN RELATED FIELD AND 3 YEARS OF EXPERIENCE</p> <p>OR A MASTER'S DEGREE IN RELATED FIELD AND 1 YEAR OF EXPERIENCE</p>	INFORMATION SYSTEMS SPECIALIST 8
LAND MANAGEMENT, PLANNING	A BACHELOR'S DEGREE PLUS 3 YEARS OF EXPERIENCE OR A BACHELOR'S DEGREE WITH A MASTER'S DEGREE AND 2 YEARS OF EXPERIENCE OR 6 YEARS OF EXPERIENCE	PLANNER 3
LAND MANAGEMENT, PLANNING	A BACHELOR'S DEGREE AND 4 YEARS OF EXPERIENCE OR A BACHELOR'S DEGREE WITH A MASTER'S DEGREE AND 3 YEARS OF EXPERIENCE OR 8 YEARS OF EXPERIENCE	PLANNER 4
MACHINERY	2 YEARS OF EXPERIENCE OR AN APPRENTICESHIP	MACHINIST
MANAGEMENT	<p>5 YEARS OF EXPERIENCE IN SUPERVISION</p> <p>A RELATED BACHELOR'S DEGREE OR COURSE WORK MAY SUBSTITUTE FOR 3 YEARS OF THE REQUIRED EXPERIENCE</p>	PRINCIPAL EXECUTIVE/ MANAGER B
MANAGEMENT	<p>5 YEARS OF EXPERIENCE IN SUPERVISION WITH 1 YEAR IN SPECIALIZED EXPERIENCE</p> <p>A RELATED BACHELOR'S DEGREE OR COURSE WORK MAY SUBSTITUTE FOR 3 YEARS OF THE REQUIRED EXPERIENCE</p>	PRINCIPAL EXECUTIVE/ MANAGER C
MANAGEMENT	<p>6 YEARS OF EXPERIENCE IN SUPERVISION WITH 2 YEARS IN SPECIALIZED EXPERIENCE</p> <p>A RELATED BACHELOR'S DEGREE OR COURSE WORK MAY SUBSTITUTE FOR 3 YEARS OF THE REQUIRED EXPERIENCE</p>	PRINCIPAL EXECUTIVE/ MANAGER D
MANAGEMENT	<p>3 YEARS OF EXPERIENCE IN MANAGEMENT</p> <p>OR 2 YEARS OF EXPERIENCE IN MANAGEMENT AND 45-48 QUARTER HOURS OF GRADUATE LEVEL COURSEWORK IN MANAGEMENT</p>	PRINCIPAL EXECUTIVE/ MANAGER E

MANAGEMENT	4 YEARS OF EXPERIENCE IN MANAGEMENT OR 3 YEARS OF EXPERIENCE IN MANAGEMENT AND 45-48 QUARTER HOURS OF GRADUATE LEVEL COURSEWORK IN MANAGEMENT	PRINCIPAL EXECUTIVE/ MANAGER F
MANAGEMENT	6 YEARS OF EXPERIENCE IN MANAGEMENT	PRINCIPAL EXECUTIVE/ MANAGER G
MANAGEMENT	8 YEARS OF EXPERIENCE IN MANAGEMENT	PRINCIPAL EXECUTIVE/ MANAGER H
OFFICE OR ADMINISTRATIVE	COURSES OR TRAINING IN OFFICE TECHNOLOGY OR 1 YEAR OF GENERAL CLERICAL EXPERIENCE OR A COMBINATION OF TRAINING AND EXPERIENCE 1 YEAR OF EXPERIENCE	OFFICE ASSISTANT 2
OFFICE OR ADMINISTRATIVE	OR COURSES IN OFFICE TECHNOLOGY OR A COMBINATION OF COURSES AND EXPERIENCE	OFFICE SPECIALIST 1
OFFICE OR ADMINISTRATIVE	2 YEARS OF EXPERIENCE OR AN ASSOCIATE DEGREE	OFFICE SPECIALIST 2
OFFICE OR ADMINISTRATIVE	2 YEARS OF GENERAL CLERICAL EXPERIENCE WITH 1 YEAR COORDINATING OFFICE PROCEDURES OR AN ASSOCIATE'S DEGREE IN OFFICE OCCUPATIONS OR OFFICE TECHNOLOGY	OFFICE COORDINATOR
OFFICE OR ADMINISTRATIVE	3 YEARS EXPERIENCE OR 1 YEAR OF COURSES IN OFFICE TECHNOLOGY AND 2 YEARS OF EXPERIENCE	ADMINISTRATIVE SPECIALIST 1
OFFICE OR ADMINISTRATIVE	2 YEARS EXECUTIVE LEVEL EXPERIENCE OR 1 YEAR POST SECONDARY EDUCATION AND 1 YEAR OF SPECIFIC EXPERIENCE	ADMINISTRATIVE SPECIALIST 2
OFFICE OR ADMINISTRATIVE	3 YEARS OF EXPERIENCE WHICH INCLUDED LEAD WORK RESPONSIBILITY OR EXPERIENCE AND COURSES IN OFFICE TECHNOLOGY	EXECUTIVE SUPPORT SPECIALIST 1
OFFICE OR ADMINISTRATIVE	ONE YEAR OF EXPERIENCE ADMINISTRATIVE DUTIES IN SUPPORT OF AGENCY PROJECTS OR PROGRAMS	EXECUTIVE SUPPORT SPECIALIST 2
PROCUREMENT	A BACHELOR'S DEGREE OR 3 YEARS OF EXPERIENCE	PROCUREMENT AND CONTRACT SPECIALIST 1

PROCUREMENT	A BACHELOR'S DEGREE AND EXPERIENCE OR FOUR YEARS OF EXPERIENCE	PROCUREMENT AND CONTRACT SPECIALIST 2
PROCUREMENT	A BACHELOR'S DEGREE AND EXPERIENCE OR SIX YEARS OF EXPERIENCE	PROCUREMENT AND CONTRACT SPECIALIST 3
PUBLIC RELATIONS, MARKETING, BUSINESS, JOURNALISM	BACHELOR'S DEGREE AND 2 YEARS OR PROFESSIONAL LEVEL EXPERIENCE IN PUBLIC RELATIONS OR AFFAIRS OR 5 YEARS EXPERIENCE WITH 2 OF THE YEARS AT THE PROFESSIONAL LEVEL	PUBLIC AFFAIRS SPECIALIST 2
PUBLIC RELATIONS, MARKETING, BUSINESS, JOURNALISM	BACHELOR'S DEGREE AND 2 YEARS OR PROFESSIONAL LEVEL EXPERIENCE IN PUBLIC RELATIONS OR AFFAIRS OR 8 YEARS EXPERIENCE WITH 5 OF THE YEARS AT THE PROFESSIONAL LEVEL	PUBLIC AFFAIRS SPECIALIST 3
PUBLIC RELATIONS, MARKETING, BUSINESS, JOURNALISM	BACHELOR'S DEGREE AND 2 YEARS OR PROFESSIONAL LEVEL EXPERIENCE IN PUBLIC RELATIONS OR AFFAIRS OR 8 YEARS EXPERIENCE WITH 5 OF THE YEARS AT THE PROFESSIONAL LEVEL	PUBLIC AFFAIRS SPECIALIST 3
RESEARCH	BACHELOR'S DEGREE WITH 6-QUARTER UNITS IN STATISTIC OR QUANTITATIVE ANALYSIS METHODS AND PROCEDURES OR 3 YEARS OF EXP. AS A RESEARCH ASSISTANT OR 2 YEARS EXP. GATHERING, COMPILING, ANALYZING, AND REPORTING INFO AND STATISTICAL DATA	RESEARCH ANALYST 2
RESEARCH	BACHELOR'S DEGREE WITH 6-QUARTER UNITS IN STATISTIC OR QUANTITATIVE ANALYSIS METHODS AND PROCEDURES AND 1 YEAR EXPERIENCE OR 4 YEARS OF EXPERIENCE	RESEARCH ANALYST 3
RESEARCH	BACHELOR'S DEGREE WITH 6-QUARTER UNITS IN STATISTIC OR QUANTITATIVE ANALYSIS METHODS AND PROCEDURES AND 3 YEARS EXPERIENCE OR 5 YEARS OF EXPERIENCE	RESEARCH ANALYST 4

RIGHT OF WAY, REAL ESTATE	3 YEARS OF EXPERIENCE OR A BACHELOR'S DEGREE IN PUBLIC ADMINISTRATION, FORESTRY, AGRICULTURE, CIVIL ENG, GEOLOGY, REAL ESTATE, ETC...	RIGHT OF WAY AGENT 1
RIGHT OF WAY, REAL ESTATE	5 YEARS OF EXPERIENCE A BACHELOR'S DEGREE MAY SUB FOR 3 YEARS	RIGHT OF WAY AGENT 2
SAFETY AND COMPLIANCE	3 YEARS OF EXPERIENCE OR A BACHELOR'S DEGREE IN INDUSTRIAL HYGIENE, OCCUPATIONAL HEALTH AND SAFETY, OR A RELATED FIELD.	SAFETY SPECIALIST 1
SAFETY AND COMPLIANCE	5 YEARS OF EXPERIENCE OR A BACHELOR'S DEGREE IN INDUSTRIAL HYGIENE, OCCUPATIONAL HEALTH AND SAFETY, OR A RELATED FIELD AND 2 YEARS OF EXPERIENCE	SAFETY SPECIALIST 2
SAFETY AND COMPLIANCE	2 YEARS EXPERIENCE ADMINISTRATIVE RESEARCH COLLEGE-LEVEL COURSWORK MAY SUBSTITUTE 45- QUARTER UNITS PER YEAR OF EXPERIENCE	COMPLIANCE SPECIALIST 1
SAFETY AND COMPLIANCE	4 YEARS EXPERIENCE ADMINISTRATIVE RESEARCH. 2 OF THE 4 YEARS MUST BE ABOVE TECHNICAL SUPPORT LEVEL. COLLEGE-LEVEL COURSWORK MAY SUBSTITUTE 45- QTR UNITS PER YEAR OF EXP. UP TO 3 YEARS.	COMPLIANCE SPECIALIST 2
SAFETY AND COMPLIANCE	5 YEARS EXPERIENCE ADMINISTRATIVE RESEARCH. 3 OF THE 5 YEARS MUST BE ABOVE TECHNICAL SUPPORT LEVEL. COLLEGE-LEVEL COURSWORK MAY SUBSTITUTE 45- QUARTER UNITS PER YEAR OF EXPERIENCE UP TO 3 YEARS.	COMPLIANCE SPECIALIST 3
TRAINING, TEACHING	3 YEARS EXPERIENCE A RELATED BACHELOR'S DEGREE MAY SUBSTITUTE FOR 3 YEARS OF EXPERIENCE	TRAINING & DEVELOPMENT SPECIALIST 1
TRAINING, TEACHING	5 YEARS EXPERIENCE A RELATED BACHELOR'S DEGREE MAY SUBSTITUTE FOR 3 YEARS OF EXPERIENCE	TRAINING & DEVELOPMENT SPECIALIST 2