JOB DESCRIPTION MINIMUM REQUIREMENTS & EQUIVALENCIES
April 2011

There are three (3) parts to each job’s Minimum Requirements: educational level, years of related experience (if applicable), and whether work experience can substitute for the educational requirement.

The first sentence will contain the degree level and years of related experience required for the job. The second sentence will tell if relevant experience can substitute for the education requirement. Examples:

- Bachelor’s degree in Accounting, Finance or a related field and three (3) years of related experience required. Work experience may substitute for education requirement.

  The candidate or employee should have the equivalent of a Bachelor’s degree in Accounting, Finance or a related field and three (3) years of related experience to be eligible for the job. The following routes are available to substitute for the Bachelor’s degree and three (3) years:
  
  - Associate’s degree in Accounting, Finance or a related field and five (5) years of related experience.
  - High School diploma or GED and seven (7) years of related experience and will be eligible for the job. S/he may also substitute up for experience.
  - Master’s degree in Accounting, Finance or a related field and one (1) year of related experience.

- Bachelor’s degree in Nursing and five (5) years of related experience required. Work experience may NOT substitute for education requirement.

  The candidate or employee must have at least a Bachelor’s degree in Nursing and five (5) years of related experience to be eligible for the job. While the person cannot have less than a Bachelor’s degree in Nursing, s/he may substitute up for experience. The following route is available to substitute for the Bachelor’s degree and five (5) years:
  
  - Master’s degree in Nursing and three (3) years of related experience.
  - Doctorate in Nursing and one (1) year of related experience.

EQUIVALENT EXPERIENCE

Related work experience may be substituted for the required college degree of selected jobs at one (1) year of related work experience per one (1) year of college. Experience substitutions may not work in some jobs due to the nature of work performed, particularly those jobs in technical, scientific or medical disciplines.

- If a job is eligible to substitute related work experience for degree requirements the JD will state the following:
  
  - Work experience may substitute for education requirement.

- If a job is not eligible to substitute related work experience for degree requirements the JD will state the following:
- Work experience may NOT substitute for education requirement.

Equivalency Chart:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Typical Years of College</th>
<th>Equivalent Related Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>1 year</td>
<td>1 year</td>
</tr>
<tr>
<td>Associate</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Bachelor</td>
<td>4 years</td>
<td>4 years</td>
</tr>
<tr>
<td>Master</td>
<td>6 years</td>
<td>6 years</td>
</tr>
<tr>
<td>Doctorate</td>
<td>8 years</td>
<td>8 years</td>
</tr>
</tbody>
</table>

RELATED EXPERIENCE

Only count related experience for the job the employee will be entering.

- John has four (4) years Full-time experience as a Science Teacher and is applying for a Financial Analyst job. John’s teaching experience is not applicable because his duties did not require him to perform duties Related to those of a Financial Analyst.

ROUNDING EXPERIENCE

Round up for six (6) months or greater and round down for five (5) months or less.

- Mary has five (5) years and three (3) months experience. We would count it as five (5) years.
- Mark has two (2) years and six (6) months experience. We would count it as three (3) years.

LICENSES/CERTIFICATIONS/REGISTRATIONS (LCRs)

The section lists any LCRs required for the job. If the position does not require one, “None required.” will be written. The format should include the official name of the LCR as well as the official abbreviation and the agency that oversees the LCR, if applicable. Examples:

- Currently licensed or licensed by endorsement as a Registered Nurse (RN) by the Alabama Board of Nursing required.
- Currently credentialed as a Certified Coding Associate (CCA) by the American Health Information Management Association (AHIMA) or currently certified as a Certified Professional Coder-Hospital (CPC-H) by the American Academy of Professional Coders (AAPC) required.
- Currently registered as a Registered Respiratory Therapist (RRT) by the National Board for Respiratory Care (NBRC) required.

COUNTING PART TIME / TEMPORARY / SELF EMPLOYED

- Part time experience is counted the same as full time experience
- Temporary experience, whether UAB or external, is counted the same as full time experience