



Section 1: Equivalent Combination of Education and Experience – What does it Mean?

All City-Parish job specifications include a section listing the Minimum Requirements to qualify for a job. This section further states if substitutions for the education and experience requirements are accepted for that job. Job specifications will have one of the following: no substitutions, a list of specific substitutions, or the following statement:

SUBSTITUTIONS: Any equivalent combination of education and experience.

So, what does this statement mean? Any equivalent combination of education and experience means the applicant can trade related education and/or experience to meet the minimum requirements of a job. The purpose of this guide is to provide examples of how applicants may utilize their education and/or experience to qualify for a job with the City-Parish. These examples are only an illustration and are not a complete list of all substitutions.

MINIMUM REQUIREMENTS	
Required Education and/or Experience	Equivalent Education and/or Experience Substitution
I.	High school diploma, GED, or equivalent certificate of competency and completion of an apprenticeship program in a specific building trade
II.	High school diploma, GED, or equivalent certificate of competency and two years of specified work experience
III.	High school diploma, GED, or equivalent certificate of competency and four years of specified work experience



Section 1, Continued: Equivalent Combination of Education and Experience – What does it Mean?

MINIMUM REQUIREMENTS	
Required Education and/or Experience	Equivalent Education and/or Experience Substitution
IV. High school diploma, GED, or equivalent certificate of competency and six years of specified work experience	Bachelor's and Master's degrees in a field of study related to the specified work experience OR Bachelor's degree in a field of study related to the specified work experience and 2 years of the specified work experience
V. Associate's degree in specific field of study and 2 years of specified work experience	Bachelor's or Master's degree in specified field of study OR High school diploma, GED, or equivalent certificate of competency and completion of a 2 year vocational program related to the specified field of study and 2 years of the specified work experience OR 30 hours toward a bachelor's degree with at least 6 hours (equals 1 year) in the specified field of study and 3 years of the specified work experience OR High school diploma, GED, or equivalent certificate of competency and 4 years of the specified work experience
VI. Bachelor's degree in specific field of study	Associate's degree in the specified field and 2 years of work experience such as described in the essential work tasks of the job specification OR High school diploma, GED, or equivalent certificate of competency and 4 years of work experience such as described in the essential work tasks of the job specification OR Completion of 10 th grade and 6 years of work experience such as described in the essential work tasks of the job specification



Section 1, Continued: Equivalent Combination of Education and Experience – What does it Mean?

MINIMUM REQUIREMENTS	
Required Education and/or Experience	Equivalent Education and/or Experience Substitution
VII. Bachelor's degree in specific field of study and 1 year of specified work experience	Associate's degree in the specified field of study and 3 years of the specified work experience OR 60 hours toward a bachelor's degree with at least 12 hours (equals 2 years) in the specified field of study and 3 years of the specified work experience OR High school diploma, GED, or equivalent certificate of competency and 5 years of the specified work experience
VIII. Bachelor's and Master's degrees in specific field of study	Bachelor's degree in the specified field and 2 years of work experience such as described in the essential work tasks of the job specification OR High school diploma, GED, or equivalent certificate of competency and 6 years of work experience such as described in the essential work tasks of the job specification
IX. Bachelor's and Master's degrees in specific field of study and two years of specified work experience	Bachelor's degree in the specified field of study and 4 years of the specified work experience OR High school diploma, GED, or equivalent certificate of competency and 8 years of the specified work experience



Section 2: Examples of Equivalent Combination of Education and Experience for Current Classifications

The below examples make use of the chart in **Section 1** to indicate how an applicant may utilize education and/or experience as substitutions to qualify for current classifications within City-Parish. *These examples are only an illustration and are not a complete list of all substitutions.*

Example 1: Human Resources Specialist

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE: Associate's degree in human resources management, business administration, public administration, or a related field and two years experience in human resources.

SUBSTITUTIONS: Any equivalent combination of education and experience.

An applicant may utilize either of the following options as a substitution to qualify:

- Bachelor's or Master's degree in human resources management, business administration, public administration, or a related field
- High school, GED, or equivalent certificate of competency and four years of work experience in human resources

Example 2: Juvenile Detention Officer I

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE: High school diploma, GED, or equivalent certificate of competency and one year experience in work with juveniles or juvenile offenders.

SUBSTITUTIONS: Any equivalent combination of education and experience.

An applicant may utilize any of the following options as a substitution to qualify:

- Associate's, Bachelor's, or Master's degree in criminal justice, psychology, or a related field

Example 3: Senior Clerical Specialist

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE: High school diploma, GED, or equivalent certificate of competency and two years experience in clerical duties.

SUBSTITUTIONS: Any equivalent combination of education and experience.

An applicant may utilize any of the following options as a substitution to qualify:

- Associate's, Bachelor's, or Master's degree in business administration, office management, or a related field
- High school, GED, or equivalent certificate of competency and completion of a 2 year vocational program in office management
- 30 hours toward a bachelor's degree with at least 6 hours (equals 1 year) in business administration, office administration, or related field and 1 year work experience in clerical duties
- Completion of 11th grade and 3 years work experience in clerical duties



Section 3: Examples of Related Education for Current Classifications

The minimum qualifications of many City-Parish classifications (jobs) include specific college degrees. Often, there are other degrees that either have a very similar curriculum or that are also considered valuable preparation for employment in that job. Some related education examples are included below for specific classifications. These examples are only an illustration and not a complete list of classifications with related education.

Classification	Examples of Related Education (not a complete list for each classification)
Computer Programmer/Systems Analyst I	Computer Science Electrical Engineering Information Systems and Decision Sciences (ISDS) Math
EMS Planning & Research Specialist	Accounting Business Administration Economics Finance Management Marketing Public Administration
Family Advocate	Child Development Psychology Rehabilitation Services Social Work Sociology
Human Resources Specialist	Business Administration Education/Training Human Resources Marketing Psychology Public Administration
Laboratory Technician	Biology Chemistry Microbiology
Planner I	Architecture/Landscape Architecture Environmental Science Geography Planning Political Science Urban Forestry
Probation Officer	Criminal Justice Psychology Sociology
Public Relations Specialist	Graphic Design Journalism Speech/Communication



Section 4: Examples of Apprenticeship Training / Work Experience

Applicants applying for classifications (jobs) in a trade area may meet the minimum requirements by completion of apprenticeship training or work experience in the specified trade. Below is a reference for the number of years required to complete an apprenticeship (or equivalent number of years of work) for some common trades. *These examples are only an illustration and not a complete list of trades.*

Trade	Years of Apprenticeship Training OR Work Experience
Automotive Mechanic	2 years
Carpenter	4 years
Electrician	5 years
HVAC Mechanic (Air Conditioning, Heating)	4 years
Millwright (Plant/Pump Mechanic)	4 years
Painter	3 years
Plumber	5 years
Pump Machinist	4 years
Roofer	3 years

Note: Journeyman refers to a trades worker who has completed a formal apprenticeship program or is experienced enough in the field to be fully qualified and able to perform a specific trade without supervision. Where job specifications require journey level experience, completion of a formal apprenticeship or the equivalent years of work experience in the field is required to qualify.