



**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 | High school diploma, GED, or equivalent certificate of competency and 2 – 5 years of work experience in the specified building trade (years of work experience dependent on building trade – see Section 4)  |
| II. High school diploma, GED, or equivalent certificate of competency and two years of specified work experience                              | Associate’s degree in a field of study related to the specified work experience<br><b>OR</b><br>High school diploma, GED, or equivalent certificate of competency and completion of a 2 year vocational program related to the specified work experience<br><b>OR</b><br>Completion of 11 <sup>th</sup> grade and 3 years of the specified work experience   |
| III. High school diploma, GED, or equivalent certificate of competency and four years of specified work experience                            | Bachelor’s or Master’s degree in a field of study related to the specified work experience<br><b>OR</b><br>90 hours toward a bachelor’s degree with at least 18 hours (equals 3 years) in a field of study related to the specified work experience and 1 year of the specified work experience<br><b>OR</b><br>Associate’s degree in a field of study related to the specified work experience and 2 years of the 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<br><b>OR</b><br>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<br><b>OR</b><br>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<br><b>OR</b><br>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<br><b>OR</b><br>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<br><b>OR</b><br>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<br><b>OR</b><br>Completion of 10 <sup>th</sup> 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.                                 | <p>Bachelor’s degree in specific field of study and 1 year of specified work experience</p>                  | <p>Associate’s degree in the specified field of study and 3 years of the specified work experience<br/> <b>OR</b><br/>           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<br/> <b>OR</b><br/>           High school diploma, GED, or equivalent certificate of competency and 5 years of the specified work experience</p> |
| VIII.                                | <p>Bachelor’s and Master’s degrees in specific field of study</p>  | <p>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<br/> <b>OR</b><br/>           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</p>  |
| IX.                                  | <p>Bachelor’s and Master’s degrees in specific field of study and two years of specified work experience</p> | <p>Bachelor’s degree in the specified field of study and 4 years of the specified work experience<br/> <b>OR</b><br/>           High school diploma, GED, or equivalent certificate of competency and 8 years of the specified work experience</p>   |



## 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 11<sup>th</sup> 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.

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

| <b>Trade</b>                                 | <b>Years of Apprenticeship Training<br/>OR<br/>Work Experience</b> |
|--|--|
| Automotive Mechanic                          | 2 years  |
| Carpenter                                    | 4 years  |
| Electrician                                  | 5 years  |
| HVAC Mechanic<br>(Air Conditioning, Heating) | 4 years  |
| Millwright (Wasterwater Mechanic)            | 4 years  |
| Painter                                      | 3 years  |
| Plant Operator                               | 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.*