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.*

<table>
<thead>
<tr>
<th>MINIMUM REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Education and/or Experience</td>
</tr>
<tr>
<td>I. High school diploma, GED, or equivalent certificate of competency and completion of an apprenticeship program in a specific building trade</td>
</tr>
<tr>
<td>II. High school diploma, GED, or equivalent certificate of competency and two years of specified work experience</td>
</tr>
<tr>
<td>III. High school diploma, GED, or equivalent certificate of competency and four years of specified work experience</td>
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</tbody>
</table>
### MINIMUM REQUIREMENTS

<table>
<thead>
<tr>
<th>Required Education and/or Experience</th>
<th>Equivalent Education and/or Experience Substitution</th>
</tr>
</thead>
</table>
| 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 10th 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?

<table>
<thead>
<tr>
<th>MINIMUM REQUIREMENTS</th>
<th>Equivalent Education and/or Experience Substitution</th>
</tr>
</thead>
</table>
| **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.*

<table>
<thead>
<tr>
<th>Classification</th>
<th>Examples of Related Education (not a complete list for each classification)</th>
</tr>
</thead>
</table>
| 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.

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

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.