City of Sacramento application screening is conducted by the Department of Human Resources, Employment, Classification & Development. The purpose of screening is to identify which applicants among the applicant pool meet the criteria stated in the Experience and Education section of the job announcement, which demonstrates the minimum qualifications for a classification.

Minimum qualifications reflect the lowest level of acceptable experience and/or education required of an applicant such that the applicant reasonably could be expected to satisfactorily perform the duties of the position.

It is the applicant’s responsibility to adequately demonstrate they meet minimum qualifications.

Many job announcements specify the occupational level and occupational category that an applicant’s experience must meet to be deemed qualifying. Included are general definitions of the major occupational levels and occupational categories. Refer to the City of Sacramento’s classification specifications for more specific descriptions.

**Occupational Levels:**

- **Entry:** Trainee or routine level; typically those with little or no training or experience in the job area; operates with significant oversight
- **Journey:** Performs the full range of duties; generally requires experience in the job area; operates with supervision typically only upon completion of tasks
- **Advanced Journey:** Performs specialized duties in a highly independent manner that requires modifying approaches, methods, or techniques
- **Principal:** Lead responsibilities in instructing and training staff; generally supervises

**Occupational Categories:**

- **Clerical:** Performs routine office tasks supporting the general function of the office or managerial positions; responsible primarily for internal and external communication, recording and retrieving information, and other paperwork required in an office
- **Maintenance:** Performs duties which contribute to the comfort, convenience, hygiene, or safety of the general public or which contribute to the upkeep or care of public buildings, facilities, or grounds
- **Crafts:** Trades are externally defined and have regulatory codes (i.e. carpenters, electricians, painters, plumbers, etc.)
- **Paraprofessional:** Performs some technical and professional duties in a supportive role
o Technical: Requires a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized, post-secondary school education or through equivalent on-the-job training

o Professional: Performs duties that require interpretation and exercises independent judgment in the application of defined principles, practices, and regulations; may require certification or license

o Management: Performs duties that plan organize, staff, lead, and control resources and program delivery; high-level administrative and policy-influencing positions with responsibilities for managing a major function or effort for the purpose of accomplishing organizational goals

- Part-time experience is converted to its full-time equivalency (i.e. 40 hours per week). For example, two years of part-time experience at 32 hours per week is converted to 1.6 years \[2 \times (32 / 40)\] of full-time experience.

- For information on acceptable education documentation and classifications that require units in a specific area or specific coursework, see the City of Sacramento’s Proof of Education Requirements.

### Classifications without Substitution Patterns

- Minimum qualifications vary for job classifications. Some classifications only allow applicants to meet the criteria stated in the Experience and Education section of the job announcement through that exact experience and/or education, without substituting one for the other; while some classifications allow applicants to substitute some or all of the experience with education or vice versa.

### Classifications with General Substitution Patterns

- Among the classifications that allow substitution, some follow the City’s general substitution pattern, while some do not.

- The City’s general experience-education substitution pattern is as follows:

<table>
<thead>
<tr>
<th>General Substitution Pattern</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>Education</td>
</tr>
<tr>
<td>Two Years</td>
<td>Associate’s Degree</td>
</tr>
<tr>
<td>Four Years</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>Five Years</td>
<td>Master’s Degree</td>
</tr>
<tr>
<td>Five Years</td>
<td>Juris Doctorate</td>
</tr>
<tr>
<td>Six Years</td>
<td>PhD</td>
</tr>
</tbody>
</table>

- Additionally, job announcements that follow the general substitution pattern allow applicants to substitute one year of experience with 30 semester units from an accredited college or university and three years of experience with 90 semester units.
Classifications that follow the general substitution pattern state in the job announcement that “additional qualifying experience/education may substitute for the required education/experience on a year-for-year basis.”

Thus, classifications that follow the general substitution pattern allow for many combinations of experience and education. For example, the Experience and Education section of a job announcement lists two years of experience (2) and an associate’s degree (2) and states that additional qualifying experience may substitute for the required education on a year-for-year basis. In addition to two years of experience and an associate’s degree, applicants can also meet minimum qualifications with three years of experience (3) and 30 semester units from an accredited college or university (1) or with four years of experience (4) and no education (0). In this example, all combinations of experience and education sum to four.

Classifications with Specific Substitution Patterns

Classifications that do not follow the general substitution pattern typically specify the amount of experience and education that can be substituted for and do not contain “year-for-year basis” language.

For example, the Experience and Education section of a job announcement lists two years of experience (2) and a bachelor’s degree (4) and specifies that a master’s degree may substitute for two years of experience. In this instance, there are only two ways applicants can meet minimum qualifications, and those ways do not necessarily need to sum to the same number (6 vs. 5).

Classifications with “Any Combination Of” Language

Also, there are some classifications that do not have definitively-worded minimum qualifications (i.e. “Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be…”). For these classifications, the combination of experience and education described as “a typical way” is not screened as though it is the prescribed way among many that applicants can meet minimum qualifications. Rather, it is treated as the de facto required experience and education. For these classifications, applicants can substitute some or all of the de facto required experience with education or vice versa, when applicable.

An example of a classification with this type of language is Equal Employment Specialist, which states in the Experience and Education section, “Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Two years of progressively responsible technical professional experience, with responsibility for increasingly more complex assignments implementing EEO/AA
programs AND completion of a bachelor’s degree from an accredited college in public or business administration, personnel law, or a related subject.”

- In this example, the two years of experience (2) and bachelor’s degree (4) are not screened as though they are one possible way to meet minimum qualifications; they are screened as the de facto required experience and education. Equal Employment Specialist does not have a substitution pattern. But if it did, it would be based only on that combination of experience and education (i.e. two years of experience and a bachelor’s degree).

Additional Information

- In addition to the criteria stated in the Experience and Education section of the job announcement, some classifications list supplemental requirements, such as certificates and licenses, in the Special Qualifications section. Further, among the classifications that require certificates and licenses, some require them at the time of application and some require them at the time of appointment.

- For classifications that require the special qualifications at the time of application, the certificate/license is screened for as part of minimum qualifications; applicants have to provide acceptable proof in their applications. For classifications that require the special qualifications at the time of appointment, the certificate/license is not screened for as part of minimum qualifications; applicants do not have to provide acceptable proof in their applications.

- Job announcements that do not specify, are defaulted to require the certificate/license at the time of application.