

## Application Screening Instructions

*Last Updated on 3/9/22*

- 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. For example, if a classification requires "four years of professional-level program management experience," the applicant must provide adequate details in the work experience section of their application that demonstrate they 1) perform(ed) program management duties and 2) said duties are professional-level duties. Additionally, the applicant's qualifying work experience must total a minimum of four years. Hours worked are prorated if fewer than 40 hours per week.
- 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.

- **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.
  - **Professional:** Performs duties that require interpretation and exercises independent judgment in the application of defined principles, practices, and regulations; may require certification or license.
  - **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 x (32 / 40)] of full-time experience.
  - For classifications requiring education, applicants must indicate and attest to possessing, or that they will possess, the required education at the time of appointment in the application supplemental question(s). **Proof** of said education will be required at the time of appointment. 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 education with experience 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:

General Substitution Pattern	
Experience	Education
Two Years	Associate’s Degree
Four Years	Bachelor’s Degree
Five Years	Master’s Degree
Five Years	Juris Doctorate
Six Years	PhD

- 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 years vs. 5 years).

#### 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, with the exception of civil service classifications with a promotional exam\*, the combination of experience and education is applied broadly within the stated qualifications.

*\* Promotional exams require work experience in a City of Sacramento career classification and are therefore only open to City career employees. Due to seniority credit requirements, civil service classifications with a promotional examination are screened as though the listed education, experience and/or certification/license are required, regardless of the “any combination of” language.*

#### 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. Applicants must indicate and attest to possessing, or that they will possess, the required license or certification at the time of appointment in the application supplemental question(s). Proof of said certificate/license will be required at the time of appointment.