

City of Sacramento Employment Qualifications Guide

This guide is intended to help applicants and current City employees understand how the City of Sacramento evaluates education, experience, and other qualifications during the application screening process. It provides an overview of minimum qualification requirements, explains key terminology and concepts used in job announcements, and outlines how qualifying experience, education, and applicable substitution patterns are assessed. The goal is to promote transparency, consistency, and a better understanding of the City's application screening process.

General Job Posting Information

The City of Sacramento's Department of Human Resources, Employment Services Division, is responsible for screening employment applications to determine whether applicants meet the minimum qualifications established for a classification. This process involves reviewing the education and experience provided in each application to assess whether the applicant meets the requirements outlined in the Experience and Education section of the job announcement.

- Minimum qualifications establish the minimum level of education and/or experience an applicant must possess to reasonably be expected to successfully perform the duties and responsibilities of a position.
- Applicants are responsible for clearly demonstrating how they meet the minimum qualifications outlined in the job announcement. All qualifying experience, including relevant internships and volunteer work, whether paid or unpaid, must be documented in the duties portion of the Work Experience section of the employment application. Applicants should provide sufficient detail about their job duties and responsibilities to allow Human Resources to determine whether their experience meets the minimum qualification requirements.
 - For example, if a classification requires “four years of professional-level program management experience,” applicants must provide sufficient detail in the Work Experience section of their application to demonstrate that they performed program management duties at a professional level. In addition, applicants must have at least four years of qualifying experience. Experience gained while working fewer than 40 hours per week will be prorated based on the number of hours worked.
- 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

Occupational level describes the degree of responsibility, complexity of duties, independence, and authority associated with work performed within an occupation. Occupational levels distinguish the scope and nature of work, ranging from entry-level assignments to advanced professional, supervisory, and management responsibilities.

- Entry: Performs routine or basic duties while developing foundational knowledge and skills. Typically requires limited prior experience and works under close supervision.
- Journey: Performs the full range of duties within an occupation, applying established knowledge and skills with general supervision and a moderate degree of independence.
- Advanced Journey: Performs complex, specialized, or highly technical duties requiring advanced knowledge, independent judgment, and minimal supervision. May provide guidance

to less experienced staff.

- Senior: Performs complex or specialized assignments requiring substantial experience and independent judgment. May serve as a subject-matter expert, lead projects, or provide technical guidance to other employees.
- Principal: Performs highly complex, specialized, or advanced professional work requiring significant expertise and independent judgment. May serve as a technical authority, lead major initiatives, or oversee the work of other professionals.
- Management: Plans, directs, and manages programs, functions, resources, and personnel. Responsible for operational decisions, program effectiveness, and achieving organizational objectives.
- Executive: Provides strategic leadership and direction for major departments or organizational functions. Establishes priorities, influences policy, and oversees high-level organizational operations and resources.

Occupational Categories

Occupational categories describe the general type and nature of work performed within an occupation based on the primary duties, functions, and specialized knowledge or skills required. Occupational categories group positions with similar types of work, such as clerical, technical, professional, maintenance, and management, regardless of the level of responsibility.

- 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.
- Administrative: Performs administrative, analytical, and operational support functions involving the interpretation and application of policies, procedures, and regulations; coordination of programs and activities; research; and preparation of reports and recommendations. Duties may require independent judgment and discretion.
- Paraprofessional: Performs specialized support duties that assist professional staff in carrying out technical, analytical, or program-related functions. Work typically requires practical knowledge of professional principles, practices, and procedures but generally does not involve the full scope of independent judgment or responsibility associated with professional-level positions.
- Professional: Performs work requiring specialized knowledge, analytical skills, and the application of established professional principles, practices, and standards. Duties typically involve research, analysis, interpretation of policies and regulations, development of recommendations, and the exercise of independent judgment to resolve complex issues. Professional work generally requires advanced knowledge acquired through formal education or equivalent qualifying experience and may require specialized certifications or professional licensure.
- Service: Performs duties involving the direct delivery of services to the public or internal customers, including customer assistance, recreation, community services, and other service-oriented functions.
- Skilled and semi-skilled labor: Performs manual or operational duties requiring varying levels of specialized training, practical knowledge, and proficiency in the use of tools, equipment, or

machinery. Work may involve construction, maintenance, repair, or operation of agency facilities and infrastructure.

- **Maintenance:** Performs work related to the upkeep, repair, operation, and preservation of buildings, facilities, equipment, grounds, and public infrastructure. Duties may include routine maintenance, inspections, repairs, cleaning, and other activities necessary to maintain safe, functional, and operational environments.
- **Crafts:** Performs skilled work in recognized trades requiring specialized knowledge, technical proficiency, and practical experience typically acquired through formal apprenticeships, vocational training, or equivalent work experience. Duties involve the construction, installation, maintenance, and repair of structures, systems, and equipment within established trade standards. Examples include electricians, carpenters, plumbers, painters, and machinists.
- **Technical:** Performs specialized duties requiring the application of technical knowledge, established methods, and practical skills in a particular field. Work may involve operating, maintaining, testing, analyzing, or troubleshooting equipment, systems, or processes. Required knowledge and skills are typically acquired through specialized education, technical training, certifications, or equivalent work experience.
- **Public safety:** Performs duties involving the protection of life, property, and public safety, including law enforcement, fire suppression, emergency response, and related public safety operations. May require specialized training, certification, or statutory authority.
- **Management:** Performs duties involving the planning, organization, direction, and oversight of programs, operations, personnel, and organizational resources. Responsibilities typically include establishing objectives, developing and implementing policies and procedures, managing budgets and resources, evaluating program effectiveness, and making decisions that influence departmental or organizational operations. Management positions exercise significant independent judgment and accountability for achieving operational and strategic objectives.
- **Executive:** Provides organization-wide or departmental strategic leadership, establishes policy direction, oversees major organizational functions, and exercises broad authority over resources, operations, and long-term organizational objectives.

Lead and Supervisory Responsibilities

Lead and supervisory responsibilities involve providing direction and guidance to employees; however, they differ in the level of authority, accountability, and responsibility for managing personnel. Understanding these distinctions is important when determining whether an applicant's experience meets the minimum qualifications for a classification requiring lead or supervisory experience.

- **Lead Responsibilities:** Involve providing day-to-day functional guidance to employees without exercising formal supervisory authority. Lead duties may include assigning, coordinating, prioritizing, and reviewing work; providing training and guidance; answering technical questions; monitoring workflow; and assisting with resolving operational issues. Lead employees generally do not have direct responsibility for conducting formal performance evaluations, administering discipline, or making personnel decisions.
- **Supervisory Responsibilities:** Involve formal responsibility and accountability for overseeing the work and performance of assigned employees. Supervisory duties may include planning, assigning, directing, and evaluating work; establishing performance expectations; conducting performance evaluations; addressing performance and conduct issues; recommending or

administering corrective or disciplinary action; and participating in hiring and other personnel decisions. Supervisors are generally responsible for ensuring employees meet established performance standards and operational objectives.

- Distinguishing Lead from Supervisory Experience: Assigning work, providing training, or offering technical guidance does not, by itself, constitute supervisory experience. When a classification requires supervisory experience, applicants must clearly demonstrate that their previous experience included formal oversight of employees and accountability for employee performance. The City evaluates the actual duties and level of authority exercised, rather than relying solely on an applicant's job title, or the listed number of employees supervised, to determine whether experience meets the applicable minimum qualifications.

Application Screening Guidelines

- 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 classifications requiring specific education, certifications, or licenses, applicants must indicate and attest in the supplemental questions of their employment application that they possess, or will possess by the time of appointment, the required qualifications. Applicants will be required to provide acceptable documentation verifying their education, certifications, or licenses at the time of appointment. For additional information regarding acceptable documentation, including requirements for specific college units 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 degree
Four Years	Bachelo Degree
Five Years	Master 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

- 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

- For classifications that include Experience and/or a Substitution option requiring experience comparable to a specific classification with the City of Sacramento, the comparable classification’s specification can be reviewed on the City’s [Government Jobs Classifications Spec](#) website.
- 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.