

These minimum qualifications are subject to change.

2017 PCO/2014 PATT – Advanced Placement Minimum Qualifications

Accountant Series- Filled by PCO Select lists at Trainee 1 and journey levels. Advanced placement is allowed.

- Trainee 1 MQs – A Bachelor's or higher degree in accounting, auditing, or taxation **OR** a bachelor's or higher degree supplemented by 24 semester credit hours in accounting, auditing, or taxation courses. **Note** that courses such as business law, economics, statistics, and most finance courses, although taken as part of an accounting curriculum, cannot be counted toward the 24 semester credit hours.
- Trainee 2 AdvPlc MQs - Master's degree in accounting, auditing, or taxation **OR** Trainee 1 MQs and one year full-time professional experience in accounting/auditing or financial internal or field auditing, responsible for the full range of activities in the design and/or review, analysis and management of accounting systems, resulting in the preparation of, or recommendations on, financial statements in accord with generally accepted accounting principles. **Not considered qualifying** are activities restricted to teaching, bookkeeping, maintaining/auditing payroll records or accounts receivable/accounts payable, or preparing tax returns.
- Journey level – Filled by
 - AdvPlc MQs = Currently valid Certified Public Accountant license and registration issued by New York State **OR** Master's degree in accounting, auditing, or taxation and one year of the experience described for Trainee 2 **OR** Trainee 1 MQs plus two years of the experience described for Trainee 2; **OR**
 - Appointment from journey level PCO Select list.

Administrative Analyst Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Administrative Assistant Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Affirmative Careers Program Specialist Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

NOTE: Out of title work in a State job cannot be used to qualify for advanced placement from the PATT eligible list.

Auditor Series- Filled by PCO Select lists at Trainee 1 and journey levels. Advanced placement is allowed.

- Trainee 1 MQs – A Bachelor's or higher degree in accounting, auditing, or taxation **OR** a bachelor's or higher degree supplemented by 24 semester credit hours in accounting, auditing, or taxation courses. **Note** that courses such as business law, economics, statistics, and most finance courses, although taken as part of an accounting curriculum, cannot be counted toward the 24 semester credit hours.
- Trainee 2 AdvPlc MQs - Master's degree in accounting, auditing, or taxation **OR** Trainee 1 MQs and one year full-time professional experience in accounting/auditing or financial internal or field auditing, responsible for the full range of activities in the design and/or review, analysis and management of accounting systems, resulting in the preparation of, or recommendations on, financial statements in accord with generally accepted accounting principles. **Not considered qualifying** are activities restricted to teaching, bookkeeping, maintaining/auditing payroll records or accounts receivable/accounts payable, or preparing tax returns.
- Journey level – Filled by
 - AdvPlc MQs = Currently valid Certified Public Accountant license and registration issued by New York State **OR** Master's degree in accounting, auditing, or taxation and one year of the experience described for Trainee 2 **OR** Trainee 1 MQs plus two years of the experience described for Trainee 2; **OR**
 - Appointment from journey level PCO Select list.

Bacteriologist (Marine) – Journey level title filled by PCO Select list.

Biologist (Aquatic) Series - Filled by PCO Select list at the Trainee 1 level. Advanced placement is allowed.

- Trainee 1 MQs – A Bachelor's or higher or higher level degree including or supplemented by 18 semester credit hours in courses related to fishery resource management, limnology, fish diseases, aquaculture, ichthyology, aquatic ecology, fishery science, or fish population dynamics.
- Trainee 2 AdvPlc MQs - Master's degree in natural sciences or natural resources, if not used to meet the Trainee 1 MQs; **OR** Trainee 1 MQs and one year professional level experience in fisheries.
- Journey level AdvPlc MQs - PhD degree in natural sciences or natural resources, if not used to meet the Trainee 1 MQs; **OR** Trainee 1 MQs and two years professional level experience in fisheries; **OR** Certification by the American Fisheries Society as a Certified Fisheries Professional.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Biologist (Ecology) Series - Filled by PCO Select list at the Trainee 1 level. Advanced placement is allowed.

- Trainee 1 MQs – A Bachelor's or higher or higher level degree including or supplemented by 18 semester credit hours in courses related to ecology; environmental contamination; habitat protection, or restoration and management. Such courses include terrestrial and aquatic ecology, habitat restoration, wetland and stream resource protection, environmental impact assessment, ecotoxicology, limnology, forest and soil ecology and watershed conservation.
- Trainee 2 AdvPlc MQs - Master's degree in natural sciences or natural resources, if not used to meet the Trainee 1 MQs; **OR** Trainee 1 MQs and one year professional level experience in ecology.
- Journey level AdvPlc MQs - PhD degree in natural sciences or natural resources, if not used to meet the Trainee 1 MQs; **OR** Trainee 1 MQs and two years professional level experience in ecology; **OR** Certification by the Ecological Society of America as a Certified Ecologist.

Biologist (Marine) Series - Filled by PCO Select list at the Trainee 1 level. Advanced placement is allowed.

- Trainee 1 MQs – A Bachelor's or higher or higher level degree including or supplemented by 18 semester credit hours in courses such as biological oceanography, fisheries biology, fisheries management, mariculture, marine biology, marine ecology, or marine resource management.
- Trainee 2 AdvPlc MQs - Master's degree in fisheries management, marine biology, marine ecology, or marine environmental science if not used to meet the Trainee 1 MQs; **OR** Trainee 1 MQs and one year of professional level experience in fish or shellfish management, marine biology, or marine habitat protection or management.
- Journey level AdvPlc MQs - PhD degree in fisheries management, marine biology, marine ecology, or marine environmental science if not used to meet the Trainee 1 MQs; **OR** Trainee 1 MQs and two years of professional level experience in fish or shellfish management, marine biology, or marine habitat protection or management; **OR** Certification by the American Fisheries Society as a Certified Fisheries Professional.

Biologist (Wildlife) Series - Filled by PCO Select list at the Trainee 1 level. Advanced placement is allowed.

- Trainee 1 MQs – A Bachelor's or higher or higher level degree including or supplemented by 18 semester credit hours in courses such as herpetology, mammalogy, ornithology, wildlife ecology, wildlife habitat management, wildlife health, wildlife management, or wildlife population dynamics.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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- Trainee 2 AdvPlc MQs - Master's degree in natural sciences or natural resources, if not used to meet the Trainee 1 MQs; **OR** Trainee 1 MQs and one year professional level experience in wildlife.
- Journey level AdvPlc MQs - PhD degree in natural sciences or natural resources, if not used to meet the Trainee 1 MQs; **OR** Trainee 1 MQs and two years professional level experience in wildlife; **OR** Certification by the Wildlife Society as a Certified Wildlife Biologist.

Biostatistician Series - Filled by PCO Select list at the Trainee level. Advanced placement is allowed.

- Trainee MQs – A Bachelor's or higher or higher level degree with 24 semester credit hours in statistics, biostatistics, computer science, economics/econometrics, mathematics, operations research, or research methods.
- Journey level AdvPlc MQs - Trainee 1 MQs plus one year of professional statistical experience. Acceptable experience may include, but is not limited to, experience with substantial responsibility for compiling and interpreting statistical data including the use of a standard statistical software package in a personal computer or mainframe environment. Experience primarily involving the clerical accumulation of statistics will not be regarded as meeting this condition.

Budget Examiner Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Budgeting Analyst Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Business Services Center Analyst Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Business Systems Analyst Series - Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by Select list.

- Trainee 2 AdvPlc MQs - See Attachment 1.
- Journey level – Filled by
 - AdvPlc MQs = See Attachment 1, **OR**
 - Appointment from journey level Select list.

Business Systems Analyst (Health) Series - Journey level title filled by PCO Select list.

Capital Program Analyst Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Child Support Specialist Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Children and Family Services Specialist Series- Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by Select list.

- Trainee 2 AdvPlc MQs = Bachelor's or higher degree plus one year of professional experience as described below.
- Journey level – Filled by
 - AdvPlc MQs = Bachelor's degree plus two years of professional experience as described below, **OR** a master's or higher degree plus one year of professional experience as described below; **OR**
 - Appointment from PCO Select list.

The **professional experience** is defined as **either**: professional experience providing services to children and their families either in inspection, management, or administration of: foster care programs; day care programs; adoption programs; domestic violence programs; youth detention; facilities; or other providers of care, support, and assistance to children, assuring compliance for certification, or licensing purposes; **OR** providing, supervising, monitoring, or administering human services; juvenile justice; criminal justice; local departments of social services; or local voluntary childcare service programs providing services for children, adults, or their families, including but not limited to, providing social casework, case planning, case management, counseling, crisis intervention, advocacy on behalf of clients, or direct investigation of potential abuse and neglect.

Children and Family Services Specialist (Minority Group) – Journey level title filled by Select list.

Claims Services Representative Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Classification and Pay Analyst Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Climate Policy Analyst 1 – Journey level title filled by Select list.

Coastal Resources Specialist 1 – Journey level title filled by Select list.

Community Correction Representative 1 – Journey level title filled by Select list.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**, OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**, OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Contract Management Specialist Series – Filled by PCO Generalist list and PATT at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Criminal Justice Program Representative Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Criminal Justice Program Representative (Administration) Series – Filled by PCO Select list at the Trainee 1 level. Advanced placement is allowed.

- Trainee 1 MQs – A Bachelor's or higher degree in Correctional Studies, Criminal Justice, Criminal Science, Criminology, Forensics, Justice Studies, Law Enforcement, Public Justice, or Sociology. **NOTE:** A degree in Forensic Psychology is **NOT** qualifying
- Trainee 2 AdvPlc MQs - Master's degree or higher degree in a degree field that qualifies for Trainee 1; **OR** a bachelor's degree in a degree field that qualifies for Trainee 1 and one year of experience in developing and implementing criminal justice and public safety initiatives and programs, **relative to the program area within DCJS that they are being appointed.**
- Journey level AdvPlc MQs – Advanced placement is **NOT** allowed.

DHSES Program Administrator Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by a separate exam.

- Trainee 2 AdvPlc MQs – Bachelor's or higher degree and **EITHER** one year of professional work experience** in one or more of the following areas: administering federal, state or locally funded grant programs; preparing and processing applications for disaster mitigation/recovery projects; processing requests for grant project payments and performing financial reviews required for final payment; damage assessment and identification of appropriate assistance funding programs; or review of action plans or planning, organizing and coordinating disaster recovery programs involving local, state and federal agencies **OR** a master's or JD degree.
- Journey level – Filled by
 - Advanced placement MQs = Bachelor's or higher degree and two years of the professional experience** required for Trainee 2, **OR** a master's or JD degree and one year of professional work experience** described for Trainee 2.
 - Appointment from journey level non-PCO list.

Economic Development Program Specialist Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**, OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**, OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Economic Development Program Specialist 1 (Agriculture) – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by Select list.

- Trainee 2 AdvPlc MQs – Bachelor's degree and one year of professional experience in agriculture, natural resource management, regional planning, economic development, manufacturing or food service fields that include business or program management, domestic or international marketing, conducting research, event planning or coordination, or developing or implementing strategies.
- Journey level – Filled by
 - AdvPlc MQs = Bachelor's degree and two years of the experience described for Trainee 2; **OR**
 - Appointment from journey level PCO Select list.

Economist (Labor Research) Series – Filled by PCO Select list for Trainee 1. Advanced placement is allowed from the PCO Select list.

- Trainee MQs - Bachelor's degree or higher in economics; **OR** Bachelor's degree or higher with 18 semester credit hours in economics AND 6 semester credit hours in computer science, mathematics, operations research, research methods, and/or statistics.
- Trainee 2 MQs – Master's degree in economics; **OR** Trainee 1 MQs **and** one year of professional experience** performing economic research with substantial responsibility for compiling and interpreting statistical data related to labor.
- Journey level – **Master's degree in economics and one year of the experience** described for Trainee 2; OR Trainee 1 MQs and two years of the experience** described for Trainee 2.**

Education Credentials Specialist Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by Select list.

- Trainee 2 AdvPlc MQs – Bachelor's or higher degree and one year of professional work experience** in **EITHER** human resources developing job standards and assessing applicant qualifications, **OR** evaluating educational or professional credentials for individuals or institutions.
- Journey level AdvPlc MQs - Bachelor's or higher degree and two years of professional work experience** described for Trainee 2.

Education Finance Specialist Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by Select list.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**, OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**, OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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- Trainee 2 AdvPlc MQs – Bachelor's or higher degree and one year of professional work experience** in an educational agency or facility regulated under federal or New York State education laws, rules, or regulations performing one or more of the following activities: calculating financial support, reviewing criteria and authorizing payments, auditing/reviewing fiscal transaction.
- Journey level AdvPlc MQs - Bachelor's or higher degree and two years of professional work experience** described for Trainee 2.

Education Program Assistant Series – Filled by PCO Generalist list and PATT list at the Education Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Employee Benefits Representative Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Employment Specialist for Individuals with Disabilities 1 – Filled by PCO Select list at the journey level.

Engineering Materials Analyst Series – Filled by PCO Select list for Trainee 1. Advanced placement is allowed.

- Trainee MQs - Bachelor's degree or higher with 24 semester credit hours in chemistry and/or biochemistry.
- Journey level AdvPlc MQs - Trainee 1 MQs PLUS one year of post-baccalaureate professional work experience** assisting in the analysis of materials for highway, building, or structural construction and maintenance.

Environmental Analyst Series – Filled by PCO Select list for Trainee 1. Advanced placement is allowed.

- Trainee 1 MQs - Bachelor's or higher degree in Archeology; Civil Engineering, Environmental Engineering, Environmental Planning, Environmental Science, Environmental Studies, Geography, Geological Engineering, Landscape Architecture, Land Use Planning, Natural Science, or Physical Science. Examples of **non-qualifying degrees** are, but not limited to, Criminal Justice, Cultural Anthropology, Environmental and Business Economics, Environmental Health Policy, Public Health, Science Education or any education discipline, Urban or City Planning.
- Trainee 2 AdvPlc MQs – **EITHER** Trainee 1 MQs and one year of professional work experience** in a position having substantial relationship to environmental analysis, see below; **OR** a bachelor's degree in a degree field that qualifies for Trainee 1 AND a master's or higher degree in a degree field that qualifies for Trainee 1.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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- Journey level AdvPlc MQs - **EITHER** Trainee 1 MQs and two years of professional work experience** in a position having substantial relationship to environmental analysis, see below; **OR** a bachelor's degree in a degree field that qualifies for Trainee 1 AND a master's or higher degree in a degree field that qualifies for Trainee 1 AND one year of professional work experience** in a position having substantial relationship to environmental analysis, see below.

Work experience "having substantial relationship to environmental analysis" means that at least 50% of the time is spent preparing and/or reviewing environmental assessments and or environmental impact statements; providing expert testimony on environmental impact at public hearings; providing consultation on environmental impact laws, rules, and regulations; or conducting office evaluations and field investigations related to multi-disciplinary environmental regulatory programs such as water quality, wetlands, air quality, solid and hazardous waste management, and mining. Experience limited to supervision of clerical staff, or interns is NOT qualifying.

Environmental Chemist Series – Filled by PCO Select list for Trainee 1. Advanced placement is allowed.

- Trainee 1 MQs - Bachelor's degree or higher with 24 semester credit hours in chemistry and/or biochemistry.
- Trainee 2 AdvPlc MQs – Trainee 1 MQs and **EITHER** one year of post-baccalaureate professional work experience** in the field of chemistry **OR** a master's or doctoral degree in chemistry or biochemistry.
- Journey level AdvPlc MQs - Trainee 1 MQs and **EITHER** two years of post-baccalaureate professional work experience** in the field of chemistry; **OR** a master's or doctoral degree in chemistry or biochemistry and one year of post-baccalaureate professional work experience** in the field of chemistry; **OR** a Bachelor's degree or higher in chemistry or biochemistry and one year of post-baccalaureate professional work experience** directly related to air or water pollution, solid or hazardous waste, analysis of biological tissue for chemical contaminants, or the regulation and analysis of pesticides.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Environmental Program Specialist Series – Filled by PCO Select list for Trainee 1. Advanced placement is allowed.

- Trainee 1 MQs - Bachelor's degree in environmental planning, environmental sciences, environmental studies; geography; natural sciences; physical science; civil engineering, environmental engineering, geological engineering; planning; public policy, public administration; landscape architecture; urban planning, urban studies; economics; or business administration.
- Trainee 2 AdvPlc MQs – Trainee 1 MQs and **EITHER** one year of professional work experience as described below **OR** a master's or higher degree in a field that qualifies for Trainee 1.
- Journey level AdvPlc MQs - Trainee 1 MQs and **EITHER** two years of professional work experience as described below **OR** a master's or higher degree in a field that qualifies for Trainee 1 and one year of professional work experience as described below.
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- Qualifying **professional experience** is defined as responsibility for the following: Development and implementation of program policies and procedures; Preparing and interpreting rules and regulations; Development, preparation, and management of procurement (solicitation) documents, contracts, and/or grants; Providing non-engineering technical assistance and information to consultants, public officials, and facility managers; Collecting data, reviewing alternatives, performing qualitative or quantitative policy analyses; Writing technical or programmatic reports; Developing, implementing, analyzing, and evaluating programs; Developing and implementing expenditure plans, procuring external funding sources, collecting and forecasting the impact of funding and/or organizational change efforts; Assisting with the development of environmental public information campaigns.

Environmental Specialist Series - Filled by PCO Select list for Trainee 1. Advanced placement is allowed from the PCO Select list. Journey level can be filled by Select list.

- Trainee 1 MQs – **EITHER 1)** A Bachelor's degree in Anthropology, Archeology, Atmospheric Science, Biology, Chemical Engineering, Environmental Biology, Environmental Engineering, Environmental Planning, Environmental Sciences, Environmental Studies, Forest Biology, Forest Sciences, Geographic Information Systems, Geography, Geological Engineering, Historic Preservation Studies, Land Use Planning, or Meteorology; **OR 2)** A Bachelor's or higher degree with 30 credits hours of course work in; Acoustics, Air Pollution, American Architectural History, Animal Behavior, Aquatic Resources, Archaeology, Architectural History, Atmospheric Science, Botany, Chemistry, Cultural Resource Management, Dendrology, Ecology, Environmental Preservation Law, Forestry, Global/Natural Environment, Historic Preservation, Historic Preservation Planning, Historic Preservation, Historic Preservation

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- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Law, Native American Studies, Public Archaeology, Natural Resources, Meteorology, Silviculture, Soils, Wildlife Biology, or Zoology.

- Trainee 2 AdvPlc MQs – **EITHER** the Trainee 1 MQs and one year of professional environmental analysis experience as described below **OR** a master's or higher degree in a field that qualifies for qualification #1 for Trainee 1.
- Journey level – Filled by
 - Advanced placement MQs = **EITHER** the Trainee 1 MQs and two years of professional environmental analysis experience as described below; **OR** a master's or higher degree in a degree field that qualifies for qualification #1 for Trainee 1 and one year of professional environmental analysis experience as described below; **OR** a PhD in a degree field that qualifies for qualification #1 for Trainee 1.
 - Appointment from journey level PCO Select list.
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- **Professional** environmental analysis **experience** must include substantial involvement (at least 50% of your time) in the preparation and review of environmental impact analyses, requiring knowledge and application of state and federal environmental laws, regulations, methods, procedures and standards. This must also include preparation of technical analyses on environmental impact matters, providing consultation on environmental impact laws, rules, and regulations or conducting office evaluations and field investigations related to environmental regulatory programs.

Financial Analyst 1 – Filled by PCO Select list at the journey level.

Financial Analyst 1 (Workers Compensation) – Filled by PCO Select list at the journey level.

Food Laboratory Specialist Series – Filled by PCO Select list at the Trainee 1 level.

Advanced placement is allowed.

- Trainee 1 MQs - Bachelor's degree or higher in Agriculture, Animal Science, Biochemistry, Biology, Chemical Engineering, Chemistry, Environmental Sciences, Food Science, Genetics, Microbiology, Molecular Biology, Medical Science, Natural Resources, Public Health, Veterinary Science, or Zoology.
- Trainee 2 AdvPlc MQs - Trainee 1 MQs plus one year of experience** working in a governmental, private or academic laboratory performing biological or chemical analyses.
- Journey level AdvPlc MQs - Trainee 1 MQs with two years of experience** described for Trainee 2.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**, OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**, OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

NOTE: Out of title work in a State job cannot be used to qualify for advanced placement from the PATT eligible list.

Forest Appraiser Series – Filled by PCO Select list at the Trainee 1 level. Advanced placement is allowed.

- Trainee 1 MQs – Bachelor's degree or higher with 30 semester credit hours in general forestry, forest management and/or forest economics.
- Trainee 2 AdvPlc MQs - Trainee 1 MQs plus one year of professional experience** in forest appraisal work.
- Journey level AdvPlc MQs - Trainee 1 MQs plus two years of professional experience** in forest appraisal work.

Forester Series – Filled by PCO Select list at the Trainee 1 level. Advanced placement is allowed.

- Trainee 1 MQs – Bachelor's or higher degree from an SAF Accredited Program in Ecosystem Management, Forestry, Natural Resource Conservation, Natural Resource Management, Natural Resources, or Urban Forestry.
- Trainee 2 AdvPlc MQs - Master's degree from an SAF Accredited Program listed for Trainee 1 **OR** Trainee 1 MQs plus one year post-degree professional experience** in forestry.
- Journey level AdvPlc MQs - Master's degree from an SAF Accredited Program listed for Trainee 1 and one year post-degree professional experience** in forestry **OR** Trainee 1 MQs plus two years post-degree professional experience** in forestry.

Grants Administrator Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Health Care Fiscal Analyst Series – Filled by PCO Select list for Trainee 1. Advanced placement is allowed.

- Trainee 1 MQs - Bachelor's or higher degree in Accounting, Auditing, Business Administration, Economics, Finance, Healthcare Administration, Hospital Administration, or Public Administration with 18 semester credit hours in statistics, economics, accounting and/or auditing, 12 of which must be in accounting and/or auditing.
- Trainee 2 AdvPlc MQs - Trainee 1 MQs plus one year of professional experience** in the review and analysis of fiscal and cost operations *and/or billing systems* of a hospital or healthcare facility related reimbursement rates, principles, and practices.
- Journey level AdvPlc MQs - Trainee 1 MQs with two years of professional experience** described for Trainee 2.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Health Care Management Systems Analyst Series – Filled by PCO Select list for Trainee 1. Advanced placement is allowed.

- Trainee 1 MQs – Bachelor's degree or higher with 15 semester credit hours in accounting, business administration, economics, finance, health administration, health policy, health systems, political science and/or public administration.
- Trainee 2 AdvPlc MQs - Master's degree in accounting, statistics, economics, finance, operations research, health policy and management, health administration, public administration, or business administration **OR** Trainee 1 MQs plus one year of post baccalaureate professional experience** in conducting public policy research and analysis in finance.
- Journey level AdvPlc MQs - Master's degree in accounting, statistics, economics, finance, operations research, health policy and management, health administration, public administration, or business administration and one year of the professional experience** described for Trainee 2 **OR** Trainee 1 MQs plus two years of the professional experience** described for Trainee 2.

Health Facility Management Assistant Series – Filled by PCO Select list at the journey level.

Health Program Administrator Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Higher Education Services Program Analyst Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Highway Safety Program Analyst Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Homeless Services Representative Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Housing and Community Renewal Specialist Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Housing and Community Renewal Specialist (Spanish Language) Series – Filled by PCO Select list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO Select* and PATT* lists.

Housing Specialist Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Human Resources Specialist Series - Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Human Resources Specialist (Spanish Language) Series – Filled by PCO Select list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO Select and PATT lists*.

Industrial Hygienist Series – Filled by PCO Select list for Trainee 1. Advanced placement is allowed.

- Trainee 1 MQs - Bachelor's degree or higher in Biological Sciences, Engineering Science, Engineering (Any), Environmental Health, Environmental Sciences, Industrial Hygiene, Occupational Health, or Physical Sciences INCLUDING 8 semester credit hours in chemistry.
- Trainee 2 AdvPlc MQs - Trainee 1 MQs plus one year of professional industrial hygiene experience**.
- Journey level AdvPlc MQs - Trainee 1 MQs plus two years of professional industrial hygiene experience**.

Internal Auditor Series – Filled by PCO Select list for Trainee 1. Advanced placement is allowed. Journey level can be filled by Select list.

- Trainee 1 MQs - Bachelor's or higher degree in Accounting, Business Administration, Business Management, Community Health, Computer Science, Computer Information Systems (Any), Criminal Justice, Economics, Engineering, Finance, Mathematics, Public Administration, Public Health, Public Policy, Political Science, or Statistics.
- Trainee 2 AdvPlc MQs - Trainee 1 MQs plus one year of professional experience** in conducting internal audits or program research, review, and appraisal.
- Journey level – Filled by
 - AdvPlc MQs = Trainee 1 MQs plus **EITHER** two years of professional experience** in conducting internal audits or program research, review, and appraisal; **OR** designation as a Certified Internal Auditor by the Institute of Internal Auditors.
 - Appointment from journey level PCO Select list.

Jobs Program Specialist Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by Select list.

- Trainee 2 AdvPlc MQs - Bachelor's or higher degree **and** one year of professional experience** experience placing low income or Welfare to Work participants in private sector employment. Experience must extend beyond assessment or interviewing functions and must include contact on a routine basis with employers in order to discuss

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

NOTE: Out of title work in a State job cannot be used to qualify for advanced placement from the PATT eligible list.

candidate suitability for job openings, arrange job referrals and employer interviews and on-site follow up of new hires.

- Journey level – Filled by
 - Adv Plc MQs = Bachelor's degree or higher **and** two years of the professional experience** described for Trainee 2.
 - Appointment from journey level PCO Select list.

Jobs Program Specialist (Spanish Language) Series – Filled by PCO Select list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO Select and PATT lists.*

- Trainee 2 AdvPlc MQs - Bachelor's degree or higher plus one year of professional experience** experience placing low income or Welfare to Work participants in private sector employment. Experience must extend beyond assessment or interviewing functions and must include contact on a routine basis with employers in order to discuss candidate suitability for job openings, arrange job referrals and employer interviews and on-site follow up of new hires.
- Journey level AdvPlc MQs - Bachelor's degree or higher plus two years of the professional experience** described for Trainee 2.

Laboratory Specialist Series – Filled by PCO Select list for Trainee 1. Advanced placement is allowed. Journey level can be filled by Select list.

- Trainee 1 MQs - Bachelor's or higher degree in the Biological Sciences, Chemical Sciences, Environmental Sciences, Natural Sciences, Physical Sciences or Medical Technology.
- Trainee 2 AdvPlc MQs - Trainee 1 MQs plus one year of post-degree professional level experience performing laboratory testing or research in specific fields, such as assisting in the scientific examination of specimens or samples using a variety of laboratory techniques and providing technical support to advance research; operating and maintaining complex laboratory instruments and utilizing specialized computer equipment and software; recording, testing, and researching findings and preparing written documents, reports, and presentation materials; and producing and standardizing chemicals, diagnostic reagents, biologic products, media, or tissue culture used for analysis.
- Journey level – Filled by
 - Advanced placement MQs = Trainee 1 MQs and two years of the professional experience** required for Trainee 2, **OR**
 - Appointment from journey level PCO Select list.

License Examination Specialist Series – Filled by PCO Generalist list and PATT at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**, OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**, OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Management Specialist Series – Filled by PCO Generalist list and PATT at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Management Specialist (Spanish Language) Series – Filled by PCO Select list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO Select* and PATT* lists.

Management Specialist (Children and Family Services) Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Mental Health Program Specialist Series - Filled by Trainee 1 PCO Select list. Advanced placement is allowed.

- Trainee 1 MQs - Bachelor's degree or higher in Audiology, Child and Family Studies, Creative Arts Therapy, Epidemiology, Health Administration, Hospital Administration, Marriage and Family Therapy, Mental Health Counseling, Nursing, Occupational Therapy, Physical Therapy, Psychoanalysis, Psychology, Public Administration, Public Health, Public Policy, Recreation Therapy, Rehabilitation Counseling, Social Work, Sociology, Special Education, or Speech Language Pathology.
- Trainee 2 AdvPlc MQs – Trainee 1 MQs plus **EITHER** a Master's degree in a field that qualifies for Trainee 1 **OR** one year of professional clinical or administrative experience** in a federal or state operated, licensed, certified, or funded mental health program as described below.
- Journey level AdvPlc MQs
 - **EITHER** a Master's in a field that qualifies for Trainee 1 **and** one year of professional clinical or administrative experience** as described below.
 - **OR** Two years of professional clinical or administrative experience** as described below.

Professional clinical experience is defined as the direct care, treatment, or instruction of patients in a federal or state operated, licensed, certified, or funded mental health program in the disciplines of psychology, social work, nursing, physical therapy, occupational therapy, recreation therapy, rehabilitation counseling, special education, speech language pathology, or audiology.

Professional administrative experience is defined as mental health program experience in the areas of budgeting, fiscal, business administration, and/or administrative planning; OR quality management; program evaluation; or experience in federal, state, or local government focusing on the planning, development, oversight, coordination, and operation of mental health programs.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Mined Land Reclamation Specialist Series – Filled by PCO Select list for Trainee 1.

Advanced placement is allowed. Journey level can be filled by Select list.

- Trainee 1 MQs - Bachelor's or higher degree in Agriculture, Agronomy, Botany, Environmental or Natural Sciences, Forestry, Geography, Geology, Horticulture, Hydrology, Wildlife Management, Landscape Architecture or Mining, or in Agricultural, Chemical, Civil, Environmental, Mining, Petroleum or Geological Engineering.
- Trainee 2 AdvPlc MQs = Bachelor's degree that qualifies for Trainee 1 plus one year of professional experience** in the mining and/or reclamation of land; **OR** a master's or higher degree in a degree field that qualifies for Trainee 1.
- Journey level – Filled by
 - AdvPlc MQs = Bachelor's degree that qualifies for Trainee 1 plus two years of professional experience** in the mining and/or reclamation of land; **OR** a master's or higher degree in a degree field that qualifies for Trainee 1 plus one year of professional experience** in the mining and/or reclamation of land;
 - Appointment from journey level PCO Select list.

Municipal Personnel Consultant Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Natural Resources Planner Series – Lower level filled by PCO Select list for Natural Resources Planner. Advanced placement is allowed. Journey level can be filled by Select list.

- Natural Resources Planner MQs - Bachelor's or higher degree in Natural Resources Planning.
- Senior Natural Resources Planner – Filled by
 - Advanced placement MQs = Bachelor's or higher degree in Environmental Sciences, Environmental Studies, Natural Resources Management, or Natural Resources Planning **and** two years of professional experience in local and/or regional planning involving natural resource analysis; **OR**
 - Appointment from journey level PCO Select list.

Payroll Analyst Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Personnel Examiner Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Policy Analyst Public Authority Series – Filled by PCO Select list for Trainee 1. Advanced placement is allowed. Journey level can be filled by Select list.

- Trainee 1 MQs - Bachelor's or higher degree in Accounting, Auditing, Business Administration, Finance, Public Policy or Public Administration.
- Trainee 2 AdvPlc MQs - A master's degree in one of the majors listed for Trainee 1 **OR** Trainee 1 MQs plus one year of professional experience** involving the analysis of financial statements, budget and program information, and the management practices of public organizations; and the development and evaluation of recommendations consistent with the functions and decisions of a centralized oversight or control agency or budget office.
- Journey level – Filled by
 - AdvPlc MQs = A master's degree in one of the majors listed for Trainee 1 plus one year of the professional experience** described for Trainee 2 **OR** Trainee 1 MQs plus two years of the professional experience** described for Trainee 2.
 - Appointment from journey level PCO Select list.

Policyholder Services Representative Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Property Manager Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Public Health Field Services Representative 1 – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Public Health Specialist 1 (Environment) – Filled by PCO Select list at the journey level.

Public Health Specialist 2 (Environment) – Filled by PCO Select list at the journey level.

Radiological Health Specialist Series – Filled by PCO Select list for Trainee 1. **Advanced placements are not allowed.**

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Real Estate Specialist Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by a separate exam.

- Trainee 2 AdvPlc MQs = Bachelor's or higher degree plus one year of the general professional experience described below.
- Journey level – Filled by:
 - Advanced placement MQs = Bachelor's or higher degree and one year of the general professional experience and one year of the specialized work experience described below.
 - Appointment from journey level non-PCO list.

The **general professional** real estate experience must be related to real property appraisal, title searching, survey work determining property lines, negotiation of leases, and the sale of real property. NOTE: The following can substitute for one year of this experience:

- A Certified Commercial Investment Member designation; or
- A New York State Residential Real Estate Appraisal License

The **specialized professional** real estate work experience must include the specialized experience of appraising real property. The following can substitute for one year of this experience:

- A New York State General Real Estate Appraiser License; or
- A New York State Land Surveyor Licensure.

Real Property Analyst Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Resources and Reimbursement Agent Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Resources and Reimbursement Program Development Specialist Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by Select list.

- Trainee 2 AdvPlc MQs = Bachelor's degree or higher plus one year of professional experience** in the research, development, or implementation of regulations and/or policies relating to funding programs for health care, mental health, or developmental disabilities services.
- Journey level – Filled by
 - Advanced placement MQs = Bachelor's degree or higher plus two years of the professional experience** described for Trainee 2 **OR**

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**, OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**, OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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- Appointment from journey level PCO Select list.

Retirement Systems Information Representative Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Senior Editor of Audit Reports – Filled by PCO Select list at the journey level.

Senior Municipal Financial Analyst – Filled by PCO Select list at the journey level.

Senior Personnel Examiner (Engineering) – Filled by PCO Select list at the journey level.

Senior Utility Financial Analyst – Filled by PCO Select list at the journey level.

Staffing Services Representative Series, including (Attendance and Leave) – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Statistician Trainee - Filled by PCO Select list at the Trainee level. Advanced placement is allowed.

- Trainee MQs – A Bachelor's or higher level degree with 24 semester credit hours in statistics, biostatistics, computer science, economics/econometrics, mathematics, operations research, or research methods.
- Journey level AdvPlc MQs - Trainee 1 MQs plus one year of professional statistical experience. Acceptable experience may include, but is not limited to, experience with substantial responsibility for compiling and interpreting statistical data including the use of a standard statistical software package in a personal computer or mainframe environment. Experience primarily involving the clerical accumulation of statistics will not be regarded as meeting this condition. OR Master's plus one year or PhD

Temporary Assistance Specialist Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is **NOT** allowed. Journey level can be filled by Select list.

Temporary Assistance Specialist RIS Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is **NOT** allowed.

Training Specialist Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Training Specialist 1 Addictions – Filled by PCO Select list at the journey level.

Training Specialist 1 Mental Hygiene – Filled by PCO Select list at the journey level.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Transportation Analyst Series – Filled by PCO Select lists for Trainee 1 and journey level. Advanced placement is allowed.

- Trainee 2 AdvPlc MQs = See Attachment 1.
- Journey level – Filled by
 - AdvPlc MQs = See Attachment 1, **OR**
 - Appointment from journey level Select list.

Underwriter Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*.

Utility Analyst Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by Select list.

- Trainee 2 AdvPlc MQs = Bachelor's or higher degree and one year of professional experience** as described below.
- Journey level – Filled by
 - AdvPlc MQs = Bachelor's or higher degree and two years of professional experience** as described below, **OR**
 - Appointment from journey level Select list.

The **professional experience** must have been in one or more of the following activities directly related to the gas, water, or electric industry:

- Transmission distribution or production planning, design, construction, operation, safety, or certification Policy formation or implementation
- Revenue requirement determination
- Cost allocation
- Tariff analysis
- Rate design
- Competitive energy markets
- Management and operational audits
- Policy development and implementation of clean energy programs/initiatives, such as energy efficiency programs, renewable generation portfolios, clean energy standards, or green market development
- Benefit/cost analysis and/or modeling of emissions impacts of proposed supply-side projects and demand-side programs
- Evaluation, measurement and verification of clean energy program/initiatives.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**, OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**, OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Utility Analyst (Cyber Security) Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by Select list.

- Trainee 2 AdvPlc MQs = Bachelor's or higher degree and one year of professional experience** as described below.
- Journey level – Filled by
 - AdvPlc MQs = Bachelor's or higher degree and two years of professional experience** as described below, **OR**
 - Appointment from journey level Select list.

The **professional experience** must have been in the following activities directly related to the utility industry:

- Computer program analysis, data communication, and systems administration in information systems security; **AND**
- Analysis of information systems, applications, designs, program and information system testing, information systems maintenance and implementation, and cyber security policies and procedures.

Utility Analyst (Environmental) Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by Select list.

- Trainee 2 AdvPlc MQs = Bachelor's or higher degree and one year of professional experience** as described below.
- Journey level – Filled by
 - AdvPlc MQs = Bachelor's or higher degree and two years of professional experience** as described below, **OR**
 - Appointment from journey level Select list.

The **professional experience** must have been in one or more of the following activities:

- Environmental analysis, assessment, and evaluation of construction and operations of proposed large scale projects.
- On-site environmental monitoring of projects (such as vegetation management, prevention of impacts on sensitive environmental, historical or archeological resources, or threatened or endangered species and their habitat).

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**, OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**, OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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Utility Analyst (Telecommunications) Series – Filled by PCO Generalist list and PATT at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by Select list.

- Trainee 2 AdvPlc MQs = Bachelor's or higher degree and one year of professional experience** as described below.
- Journey level – Filled by
 - AdvPlc MQs = Bachelor's or higher degree and two years of professional experience** as described below, **OR**
 - Appointment from journey level Select list.

The **professional experience** must have been dealing with telecommunications (telephone, internet, or video) in one of the following areas:

- Telecommunications policy analysis or review;
- Review of federal and state telecommunications rulemakings;
- Review of Telecommunications service quality performance, network reliability, or financing;
- Review of Telecommunications systems & services;
- Review or performance of Telecommunications customer service in a professional or problem-solving capacity.

NOTE: Experience in telephone installation and repair, experience as a telephone or switchboard operator, or telecommunications experience limited to broadcast radio and television is **NOT** considered qualifying.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**, OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**, OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

NOTE: Out of title work in a State job cannot be used to qualify for advanced placement from the PATT eligible list.

Utility Financial Analyst Series – Filled by PCO Select list for Trainee 1. Advanced placement is allowed. Journey level can be filled by Select list.

- Trainee 1 MQs = A Bachelor's or higher degree WITH 18 credit hours in finance, economics, and/or accounting. At least nine (9) of these credit hours **MUST** be in finance.
- Trainee 2 AdvPlc MQs = EITHER Trainee 1 MQs and one year of professional experience** that includes: analyzing financial/investment practices, assessing financial condition and cost structure, analyzing new securities issues, assessing financial and business risk, and the measurement of the cost of capital; OR a master's or higher degree with at least 18 credit hours in finance, economics, and/or accounting. At least nine (9) of these credit hours **MUST** be in finance.
- Journey level MQs – Filled by
 - AdvPlc MQs = EITHER Trainee 1 MQs and two years of the professional experience** described above; OR a master's or higher degree with at least 18 credit hours in finance, economics, and/or accounting. At least nine (9) of these credit hours **MUST** be in finance AND one year of the professional experience** described above ; **OR**
 - Appointment from journey level Select list

Workforce Programs Specialist Series – Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by Select list.

- Trainee 2 AdvPlc MQs = Bachelor's or higher degree and one year of professional experience** as described below.
- Journey level – Filled by
 - AdvPlc MQs = Bachelor's or higher degree and two years of professional experience** as described below, **OR**
 - Appointment from journey level Select list.

The **professional experience** must have been where your duties involved assisting unemployed or under-employed individuals in obtaining and maintaining employment while performing one or more of the following activities:

- Developing and implementing plans for proposals to deliver workforce development and training programs;
- Evaluating, monitoring or administering workforce development and training programs;

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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- Managing contracts and budgets for workforce development and training programs, which must include development, negotiation, execution, fiscal management and monitoring or program review;
- Determining eligibility for public assistance; or
- Assessing applicants for, or receipts of, welfare employment program benefits to identify and remove barriers to self-sufficiency

Workforce Programs Specialist (Youth Systems) – Filled by PCO Select list at the journey level.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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ATTACHMENT 1

Business Systems Analyst Series- Filled by PCO Generalist list and PATT list at the Trainee 1 level. Advanced placement is allowed from the PCO and PATT lists*. Journey level can be filled by Select list.

- Trainee 2 AdvPlc MQs = Bachelor's or higher degree plus one year of professional experience**.
- Journey level – Filled by
 - AdvPlc MQs = Bachelor's or higher degree plus two years of professional experience**, **OR**
 - Appointment from PCO Select list.

The **professional experience** must have been business analysis experience where your primary duty was performing three of the five activities:

- Using business analysis techniques to elicit requirements as the foundation for the solution to the organizations business needs. (e.g., workshops, focus groups, interviews, observation, brainstorming, surveys/questionnaires, JAD Sessions)
- Using business analysis techniques for the purpose of identifying solutions aimed at improving the efficiency and effectiveness of the system, business process, or product/service to fulfill the business requirements. (e.g., Data Flow Diagram, Business Process Model, Root Cause Analysis, Fish Bone Diagram, Context Diagram, Business Process Flows, or Fit-Gap Analyses)
- Describing in a comprehensive written document what the system, process, or product service must do in order to satisfy the established business requirement. This includes creating, updating, and maintaining documentation through the system development life cycle. (e.g., Business Case, Use Case, Business Requirements Document [BRD], Fit-Gap Analysis, Impact and feasibility Analysis, Change Management Analysis)
- Validating requirements throughout the product/system development life cycle (SDLC) including all changes to the processes that would enable an organization to achieve its goals.
- Verifying requirements throughout the product/system development life cycle (SDLC) to ensure they perform to the required specifications and are capable of achieving the design capabilities; this includes developing test plans/scenarios and logical designs, testing the scenarios, reviewing test results, identifying constraints and risks, and/or communicating with stakeholders.

The following activities are not considered qualifying experience:

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**, OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**, OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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- Conducting or overseeing operational audits or audits of internal controls to develop audit reports and make recommendations to management regarding policies, practices, procedures and resources - Responsibility limited to forms design and changes to forms
- Business related operational responsibilities, including serving internal and external customers, using a business system in the performance of daily operational duties, managing staff with business responsibilities, etc.
- Information technology-related responsibilities such as hardware installation, network configuration, software administration and programming
- Development of instructional materials and classroom training
- Help desk duties including troubleshooting, resolving user issues, and providing customer service

Transportation Analyst Series - Filled by PCO Select lists for Trainee 1 and journey level. Advanced placement is allowed.

- Trainee 1 MQs = **EITHER** 1) Bachelor's or higher degree in Business Administration, Calculus, Computer Science, Economics, Engineering, Geographic Information Systems, Geography, Mathematics, Operations Research, Public Administration, Public Policy, Quantitative Analysis, Quantitative Methods, Regional Planning, Statistics, Transportation Planning, Transportation Systems Management, Transportation Systems Planning, or Urban Planning. **OR** 2) Bachelor's or higher degree which must have included at least 30 semester credit hours in transportation or highway planning, transportation or highway management, transportation or highway systems engineering, civil or transportation engineering, civil engineering technology statistics, economics, mathematical or computer quantitative/analytical methods, quantitative analysis, geography, geographic information systems, mathematics, statistics, public administration, public policy, information science, information systems, operations research/management, and/or computer modeling/science.
- Trainee 2 AdvPlc MQs = Bachelor's degree in a degree field that qualifies for Trainee 1, 15 credit hours in courses described in MQ #2 for Trainee 1 AND one year of professional experience** as described below; **OR** a master's degree in a degree field that qualifies for Trainee 1.
- Journey level – Filled by
 - AdvPlc MQs =
 - Bachelor's degree in a degree field that qualifies for Trainee 1, 15 credit hours in courses described in MQ #2 for Trainee 1, AND two years of professional experience** as described below; **OR**

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

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- a master's degree in a field that qualifies for Trainee 1 AND one year of professional experience** as described below; **OR** .
- a PhD in a degree field that qualifies for Trainee 1.
- Appointment from journey level Select list.

Professional work experience must be directly related to highways or transportation in either planning, engineering management, systems analysis or quantitative analysis of transportation or Highway systems **and** must have included direct responsibility for the preparation of written material such as narrative reports, letters of memoranda documenting the accomplishments and/or supervision of such activity.

Additionally, this professional experience must have included one or more of the following:

- identification and documentation of transportation problems and needs;
- inventory, data analysis and description of highway or other transportation facilities, conditions or performance;
- analysis and evaluation of existing or proposed transportation services including plans, programs, projects and policies;
- development and/or coordination of transportation plans or policies;
- development of projects for transportation facilities and/or service improvements (including traffic engineering or safety improvements);
- supervision and coordination of local transportation planning programs;
- development and/or evaluation of transportation planning methods or models or program techniques or strategies.

Examples of Non-Qualifying Experience: Experience in which the primary duties consist of data collection, clerical processing of information, fleet and crew dispatching or routing, school bus transportation administration, transportation related to travel and tourism, construction inspection, preparation of non-narrative statistical or tabular reports, route sales/delivery, product distribution/warehousing or other similar work that did not involve analytical techniques, the preparation of written material, traffic or transportation systems operations, transportation facility engineering design or cartography will not be considered qualifying.

*Requirements for advanced placement from PCO Generalist and PATT lists.

- Trainee 2 MQs = Bachelor's degree plus one year of professional experience**; OR a master's or higher degree.
- Journey level MQs = Bachelor's degree plus two years of professional experience**; OR a master's or higher degree plus one year of professional experience**.

**Professional experience must be doing the duties of the journey level title, unless otherwise described above in the wording for the title series. To see the duties of the journey level, refer to the PCO Job Title Details for the title at <https://www.cs.ny.gov/pco/> or review the Classification Standard. If there is no class standard, contact your Class and Comp Rep.

NOTE: Out of title work in a State job cannot be used to qualify for advanced placement from the PATT eligible list.