



Des Moines Valley Health and Human Services

Job Classifications and Agency Minimum Qualifications

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Grade	Job Title	Agency Minimum Qualifications
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7	Office Support Specialist	This position requires a high school diploma plus two years of clerical or customer service related training or experience. A valid driver's license is required.
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9	Accounting Technician	This position requires a high school diploma, or equivalent, and two years of experience involving a combination of office support and bookkeeping responsibilities, or Completion of college coursework, vocational school, or business school in accounting may be substituted on a year-for-year basis for the experience involving a combination of office support and bookkeeping responsibilities.
9	Office Support Specialist - Lead Worker	This position requires a high school diploma or general education degree (GED) and at least three years of related office experience which includes one-year experience as an Office Support Specialist; or an equivalent combination of education, training and experience to demonstrate the ability to perform the work of the job. A valid driver's license is required.
10	Administrative Support Specialist	This position requires completion of two (2) years of post-secondary coursework in, or related to, public/business, accounting, office management, human resources or information systems and two years related experience, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
10	Case Aide	This position requires three years of successful clerical experience and/or experience working with the public, or the equivalent; or two years of successful clerical experience in a social services, human services agency; or two years of experience as a community service aide or similar experience in a private non-profit agency or other public agency; or two years of study at an accredited two or four year college-university or similar institution, with emphasis in the behavioral sciences (at least 23 quarter credits or 16 semester credits). This position requires a valid driver's license.
10	Community Health Worker	This position requires a high school diploma or equivalent and a Community Health Worker (CHW) Certification or the successful completion of the CHW Certification from an accredited (14-17 credit level course) program within 2 years of employment. Must possess and maintain a valid driver's license.
10	Eligibility Worker	This position requires three years of clerical experience and/or experience working with the public or some combination of the two, totaling three years; or two years of clerical experience in a human service agency; or two years of study at an accredited two or four-year college, with emphasis in the behavioral sciences, business or closely related subjects.

10	Fiscal Officer	This position requires two years training in finance, business, or accounting in a business school, college or university and two years of experience as an account clerk, bookkeeper, or equivalent in any public/private business setting OR Graduation from a four-year college with a degree in accounting or related business field with an emphasis in accounting.
11	Child Support Officer	This position requires two years of experience as a Support Enforcement Aide or Collections Officer with responsibility for carrying out part of child support collections, or equivalent.; or three years of experience in work related to child support collections in a county social services agency (e.g. providing clerical or other support services to the child support and collections unit); or three years of experience as an Eligibility Worker or the equivalent in a public human services agency; or four years of experience in collections work outside of county social services setting; or three years of college with emphasis in criminal justice, public administration, business administration, paralegal, social work, psychology, sociology, or other related human services field. A candidate may substitute experience for education and education for experience on a year for year basis in order to meet the qualifications.
11	Information Systems Specialist	This positions requires two years of post-secondary coursework in computer related studies and three years of related experience in computer science, computer software/hardware technology, computer information management or a related field or any equivalent combination of experience and training which provides the required knowledge, skills and abilities, plus one additional year of customer service or experience working with the public preferred. Qualified candidates may substitute work experience for education on a year for year basis.
12	Human Resources Specialist	This position requires an Associate degree in business administration, human resources, public administration or related field and two years of related experience; or a Bachelor's degree in Business Administration, Human Resources, Public Administration or a related field. Experience may be substituted for education on a year for year basis.
12	Lead Eligibility Worker	This position requires two years of successful experience as an eligibility worker or the equivalent; or eighteen months of successful experience as an eligibility worker or the equivalent, and completion of two years of study at an accredited two or four year college or similar institution, with emphasis in the behavioral sciences, business, or closely related subjects (completion of at least 23 quarter credits or 16 semester credits); or one year of successful experience as an eligibility worker or the equivalent, and completion of a bachelor's degree from an accredited four year college or similar institution, with a major in the behavioral sciences, business or closely related subjects. Must possess valid Driver's License.
13	Child Support Officer Lead Worker	This position requires three years' experience as a Child Support Officer, Collections Officer or equivalent experience. OR A bachelor's degree in criminal justice, paralegal, business administration, public administration or closely related field and one-year experience as a Child Support Officer, Collections Officer, or equivalent. A candidate may substitute experience for education and education for experience on a year for year basis in order to meet the qualifications. Must possess a valid driver's license.

13	Community Health Planner	This position requires a bachelor's degree from an accredited four-year college or university with a major in public health, health education, social work, psychology, sociology, or a closely related field; or a bachelor's degree from an accredited four-year college or university with a major in any field and one year of experience in a public or private health care or human services agency; or a bachelor's degree or the equivalent in Nursing and a Registered Nurse license from the State of Minnesota (with or without Public Health Nurse certification); or a bachelor's degree in the field of education, community, health science, or a related field and three years of experience or more in the field of health education, public relations, media coordination, or equivalent. Bilingual skills are preferred. This job requires a valid Minnesota driver's license.
13	County Agency Social Worker	This position requires a bachelor's degree from an accredited four-year college or university with a major in social work, psychology, sociology, or a closely related field; or a bachelor's degree from an accredited four-year college or university with a major in any field and one year of experience as a social worker in a public or private social services agency.
13	Health Educator	This position requires a bachelor's degree in the field of education, community, health science, or a related field and three years of experience or more in the field of health education, public relations, media coordination, or equivalent. Experience with group facilitations, public speaking, and computer proficiency is desired. This job requires a valid Minnesota driver's license.
13	Health Strategist	This position requires a bachelor's degree from an accredited college or university in public health, epidemiology, public administration, business administration, statistics, or health related field and two (2) years of related experience; or Master's degree from an accredited college or university in public health, epidemiology, public administration, business administration, statistics, or related field and one (1) year of experience. This job requires a valid driver's license. Ability to complete or prove completion of National Incident Management System (NIMS)/Incident Command System (ICS) 100 and 700 certification within twelve (12) months of employment.
13	Population Health Specialist	This position requires one of the following: Bachelor's degree from an accredited college or university in statistics, mathematics, business administration, economics, computer science, management information systems or a related field or equivalent related experience and one year of experience related to data analysis. Master's degree from an accredited college or university in statistics, mathematics, business administration, economics, computer science, management information systems or a related field. Possess a valid driver's license and/or the ability to travel.
13	Registered Nurse	This position requires an Associate's degree in Nursing and a Registered Nurse license from the State of Minnesota. Must possess and maintain a valid driver's license.
13	Social Worker / Nurse Assessor	This position requires a bachelor's degree from an accredited four-year college or university with a major in social work, psychology, sociology, nursing or a closely related field; or a current license as a Registered Nurse; or a bachelor's degree from an accredited four-year college or university with a major in any field and one year of experience as a social worker/case manager/care coordinator in a public or private social services agency.

14	Children's Social Worker	This position requires a bachelor's degree from an accredited four-year college or university with a major in social work, psychology, sociology, or a closely related field; or a bachelor's degree from an accredited four-year college or university with a major in any field and one year of experience as a social worker in a public or private social services agency. Additionally, successful completion of the New Worker Foundations and Competency-Based Training within the first six months of employment.
14	Public Health Nurse	This position requires a bachelor's degree in Nursing and a Registered Nurse license from the State of Minnesota with a Public Health Nurse Certificate. Must possess and maintain a valid driver's license. This job requires that applicants meet the MN State Merit System qualifications and must maintain required continuing education.
14	WIC Program Coordinator	This position requires a bachelor's degree in dietetics, human nutrition, nutrition education, home economics, nursing, or a closely related field, along with two years of relevant experience, or an equivalent combination of education and experience. Required coursework includes at least 10 semester credits in Food and Nutrition (covering general human nutrition, and nutrition for infants, children, and women during prenatal, postpartum, and breastfeeding stages), 3 semester credits in counseling or adult education, and 3 semester credits in chemistry or biological sciences. Preference will be given to credentialed nutrition professionals. Bilingual (Spanish) skills are helpful. A valid driver's license is required.
15	County Agency Social Worker Lead	This position requires a bachelor's degree from an accredited four-year college or university with a major in social work, psychology, sociology, or a closely related field and three years of professional social work experience; or a bachelor's degree from an accredited four-year college or university with a major in any field and four years of experience as a social worker in a public or private social services agency.
15	Financial Assistance Supervisor	This position requires a two-year degree in a related field and four years of progressive experience in income maintenance and leadership, or an equivalent level of education and experience.
16	Children's Social Worker Lead	This position requires a bachelor's degree from an accredited four-year college or university with a major in social work, psychology, sociology, or a closely related field and three years of professional social work experience; or a bachelor's degree from an accredited four-year college or university with a major in any field and four years of experience as a social worker in a public or private social services agency.
16	Public Health Supervisor	This position requires a bachelor's degree in Nursing, plus a minimum of three years' experience as a nurse, and/or three years of experience in supervision of other staff, OR a master's degree in Nursing, plus a minimum of one year of experience as a nurse and/or a supervisor. Current licensure as a registered nurse and eligibility for Public Health Nurse Certification by the Minnesota Department of Health Licensing Division is required. Experience with group facilitations, public speaking, and computer proficiency is desired. This job requires a valid driver's license.
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18	Fiscal Manager	This position requires a bachelor's degree from an accredited college with a major in accounting, public or business administration or closely related field and three years of progressively responsible experience as an accountant or auditor, at least one of which must have been in a lead or supervisory capacity. Or a combination substantially equivalent to two years of college course credits with major concentration in finance, accounting, or public/business administration, and five years of directly related experience, at least one year of which must have been in a lead or supervisory capacity. Bachelor's degree in accounting preferred.
18	Social Services Supervisor	This position requires a bachelor's degree from an accredited college/university and five years of experience as a social worker; alternatives include: A master's degree from an accredited college/university in social work and three years of experience as a social worker; or A master's degree from an accredited college/university in clinical psychology, counseling psychology, human services administration, or closely related field (i.e. applied behavioral sciences) and three years of experience as a social worker.
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20	Public Health Director	This position requires one of the following: A bachelor's degree in administration, public health, community health, environmental health, or nursing, and four years of documented public health, including at least three years of supervisor experience, or be registered as an environmental health specialist or sanitarian in the state of Minnesota and have four years of documented public health experience, including at least three years of supervisor experience; or a master's degree in administration, public health, community health, environmental health, or nursing, may be substituted for one year of the supervisory requirement; and meets the state requirements as a CHS Administrator. (The CHS Administrator must be approved by the MN Department of Health to assure meeting the state requirements); and the ability to complete NIMS/ICS certifications (100, 200, 300, 400, 700a, and 800) within 12 months of employment. Must possess a valid driver's license.
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22	Human Services Director	The position requires a bachelor's degree in social work, psychology, sociology, or related field with nine years of professional experience, including at least three years of technical supervisor experience, in a public or private social services agency involving supervision of income maintenance or social services programs or fiscal operations. A master's degree in social work, public administration or related field may be substituted for one year of the supervisory experience requirement.
23	Agency Operations/Administrative Services Director	This position requires a bachelor's degree from an accredited college with a major in public or business administration, human services or a related field and five years of responsible supervisory or administrative experience. A master's degree in public or business administration, human services or a related field and three years of responsible supervisory or administrative experience may serve as an alternative qualification. A candidate may substitute supervisory or administrative experience for the required educational requirements on a year-for-year basis. Must possess and maintain a valid driver's license and follow all Federal, State, and agency driving laws, rules and regulations.
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