

# Des Moines Valley Health and Human Services

## Job Classifications and Agency Minimum Qualifications

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 related training or experience. A valid driver's license is required. The incumbent must meet the State Merit System requirements and pass the State Merit System exam for this job.
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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. This job requires the individual to meet the State Merit System qualifications and pass the State Merit System exam.
9	Case Aide	This job 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); the incumbent to meet the state merit system qualifications and pass the merit system exam for this position.
9	Information Systems Specialist/Administrative Support <i>(Board approved 5/13/21)</i>	This position requires a high school diploma, or the equivalent, and two years of experience in the following areas: Experience with database, spreadsheet and word processing software; Experience diagnosing minor software problems; Training and instructing users in system use and/or the use of application software and/or network functions and procedures; and Computer system evaluation, including software system review and application, plus One additional year of customer service or experience working with the public preferred. OR Completion of two years of study at an accredited two or four-year college or similar institution with an emphasis in computer science, computer software/hardware technology, computer information management or a related field, 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.
9	Office Support Specialist - Lead Worker <i>(Board approved 12/8/16)</i>	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. The incumbent must meet the State Merit System requirements and pass the State Merit System exam for this job.

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10	Child Support Officer	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 a 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. This position requires the incumbent to meet the State Merit System qualifications and pass the Merit System exam for this position.
10	Eligibility Worker	The job 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; or successful completion of the technical college Public Welfare Financial Worker diploma or AAS degree program, or successful completion of the technical college Public Welfare Financial Worker Certificate Program will substitute for one year of the require clerical experience or experience working with the public. This job requires that the applicant meets the State Merit System qualifications.
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. This job requires the individual to meet the State Merit System qualifications and pass the State Merit System exam.
10	Human Resources Technician/Administrative Assistant <i>(Board approved 11/9/17)</i>	Two years of post-secondary coursework in human resources administration, public/business administration, psychology or related fields and two years of related experience, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Preferred: Two year college degree; excellent skills including MS Word and Excel; effective verbal and written communication skills; general knowledge of various employment laws and practices; experience in administration of benefits and other Human Resources programs; excellent interpersonal skills; skills in database management and record keeping; ability to exhibit a high level of confidentiality; excellent organizational skills; ability to identify and resolve problems in a timely manner; and ability to gather and analyze information skillfully.
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12	Child Support Officer Lead Worker	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. This position requires the incumbent to meet the State Merit System qualifications and pass the Merit System exam for this position.
12	Fiscal Officer Lead <i>(Board approved 11/9/17)</i>	This position requires an associate's degree in finance, business, or accounting and three years of experience as an account technician, bookkeeper, payroll clerk, healthcare claims processor or equivalent with increased responsibility 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 and one year of accounting or related experience. This job requires the individual to meet the State Merit System qualifications and pass the State Merit System exam.
12	Fiscal Officer Lead/Executive Assistant <i>(Board approved 11/9/17)</i>	The job requires an associate's degree in finance, business, or accounting and three years of experience , as an account clerk, bookkeeper, or equivalent with increased responsibility, OR graduation from a four-year college with a degree in accounting or related business field with an emphasis in accounting and one year or accounting or related experience. Knowledge of health care financial management, medical terminology and/or general medical background is desirable. Work in hospital or clinic billing would be a good source of relevant experience. This job requires the individual to meet the State Merit System qualifications and pass the State Merit System exam.
12	Lead Eligibility Worker <i>(Board approved 1/14/16)</i>	The job 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, or successful completion of the Public Welfare Eligibility Worker diploma program (applicants must be within six months of completion of the program). This job requires that the applicant meets the State Merit System qualifications.

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12	Human Resources Specialist <i>(Board approved 12/14/17)</i>	Two years of course work with an emphasis in Human Resource Management, or a related field, and three years of para-professional/technical human resources 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. Preferred: Excellent skills including MS Word and Excel; effective verbal and written communication skills; general knowledge of various employment laws and practices; experience in administration of benefits and other Human Resources programs; excellent interpersonal skills; skills in database management and record keeping; ability to exhibit a high level of confidentiality; excellent organizational skills; ability to identify and resolve problems in a timely manner; and ability to gather and analyze information skillfully.
13	Health Educator	This job 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	Nutrition Educator	The job requires a Bachelor's Degree in Nutrition, Home Economics, Licensed Dietitian, Nursing or a related field and two years of related experience, or equivalent. Bilingual (Spanish) skills are helpful. A driver's license is required.
13	Registered Nurse	This position requires a bachelor's degree or the equivalent in Nursing and a Registered Nurse license from the State of Minnesota. 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.
13	Social Worker	The job 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. The individual must meet the State Merit System qualifications and pass the Merit System exam for this job and must maintain required continuing education.
13	Social Worker or Nurse Assessor <i>(Board approved 3/17/16)</i>	The job 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 and at least one year of home and community-based experience; or a current license as a Registered Nurse and at least two years of home and community-based experience. The individual must meet the State Merit System qualifications and pass the Merit System exam for this job and must maintain required continuing education.

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14	Financial Assistance Supervisor I	<p>The job requires Two years experience providing lead work direction to staff involved in the determination of eligibility for financial assistance programs or work in the collection of child support. OR One year of experience providing lead work direction to staff involved in the determination of eligibility for financial assistance programs or work in the collections of child support and completion of two years of study at an accredited two year or four year college/university, with emphasis in the behavioral sciences, business or closely related subject, with at least 23 quarter credits or 16 semester credits. OR Six months of experience providing lead work direction to staff involved in determination of eligibility for financial assistance programs or work in the collection of child support and a bachelor's degree in social work, psychology, sociology, business or closely related subject. OR Three years of experience as an Eligibility Worker, Child Support Officer or in similar equivalent work in determining eligibility for financial assistance programs or work in the collection of child support. OR Two years of experience either as an Eligibility Worker, Child Support Officer or the equivalent, and completion of two years of study at an accredited two-year or four-year college/university, with emphasis in the behavioral sciences, business or closely related subject, with at least 23 quarter credits or 16 semester credits. OR Eighteen months of experience as an Eligibility Worker, Child Support Officer or the equivalent, and a bachelor's degree in social work, psychology, sociology, business or closely related subject. The incumbent must meet the State Merit System requirements and pass the State Merit System exam for this job.</p>
14	Public Health Nurse	<p>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.</p>
15	Social Worker-Team Leader Children's	<p>The job requires a bachelor's degree from an accredited college or university with a major in social work, psychology, sociology, or a closely related field and two years of professional social work experience; or a bachelor's degree and four years of professional social work experience; or a master's degree from an accredited college or university in social work, clinical psychology, counseling psychology, human services administration, or closely related field and six months of professional social work experience. The individual must also have two years of experience as a supervisor, lead worker, child protection worker, or mental health case manager and meet the State Merit System qualifications; the individual must meet the State Merit System qualifications and pass the Merit System exam for this job and must maintain required continuing education.</p>

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15	Social Worker-Team Leader Adult's <i>(Board approved 3/17/16)</i>	The job requires a bachelor's degree from an accredited college or university with a major in social work, psychology, sociology, or a closely related field and two years of professional social work experience; or a bachelor's degree and four years of professional social work experience; or a master's degree from an accredited college or university in social work, clinical psychology, counseling psychology, human services administration, or closely related field and six months of professional social work experience. The individual must have two years of experience as an adult services worker, or case manager; the individual must meet the State Merit System qualifications and pass the Merit System exam for this job and must maintain required continuing education.
15	Collections & Support Services Supervisor <i>(Board approved 4/9/15)</i>	A bachelor's degree in criminal justice, paralegal, business administration, public administration or closely related field and three years of experience as a child support officer, collections officer, welfare fraud investigator or equivalent level of experience. OR A bachelor's degree in criminal justice, paralegal, business administration, public administration, public administration or closely related field and two years of experience as a lead worker to other staff involved in child support, collections or fraud investigation, e.g., at the level of child support lead worker. OR Six years of experience in a county social service agency performing work according to federal/state regulations as a child support officer, eligibility worker, collections officer, fiscal officer or related work. A candidate may substitute experience for education and education for experience on a year for year basis in order to meet the qualifications. This position requires the incumbent to meet the State Merit System qualifications and pass the Merit System exam for this position.
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18	Director of Agency Operations	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. OR 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.
18	Social Services Supervisor	The job requires a bachelor's degree from an accredited college/university and four years of experience as a social worker, plus the incumbent must meet the State Merit System qualifications and pass the Merit System exam; alternatives include: <ul style="list-style-type: none"> <li>· A master's degree from an accredited college/university in social work and one year of experience as a social worker; or</li> <li>· 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 one year of experience as a social worker.</li> </ul>

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18	Fiscal Manager <i>(Board approved 3/17/16)</i>	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.
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20	Public Health Director	<p>This position requires one of the following:</p> <ul style="list-style-type: none"> <li>· A baccalaureate or higher degree in administration, public health, community health, environmental health, or nursing, and four years of documented public health experience three of which are in an administrative or supervisory capacity, or be registered as an environmental health specialist or sanitarian in the state of Minnesota and have three years of documented public health experience in an administrative or supervisory capacity;</li> <li>· A master's or higher degree in administration, public health, community health, environmental health, or nursing, and two years of documented public health experience in an administrative or supervisory capacity; or</li> <li>· A baccalaureate or higher degree and five years of documented public health experience in an administrative or supervisory capacity.</li> </ul> <p>All Community Health Services Administrators must be approved by the MN Department of Health as meeting the state recommendations of a CHS Administrator.</p>
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25	Executive Director	The job requires a Bachelor's degree from an accredited college or university in human services administration, public or business administration, social work, public health, or closely related field, with continuing professional education required to remain current and eight (8) years of experience, including two (2) years of experience in Public Health or Human Services managerial administration. A Master's degree is preferred. A valid driver's license or other evidence of mobility is also required.