

October 2022

Minimum Qualification Equivalency Guidelines for Classified Positions

Minimum qualifications for Classified positions are determined by local districts. To ensure a fair and inclusive hiring process, applicants who do not meet the minimum educational requirement stated in the job announcement may also be considered if they possess an equivalent combination of education and experience to the educational requirement.

Who Determines an Equivalent Combination of Education and Experience?

The selection committee and/or Human Resources will review the applicant’s paid or unpaid work experience and coursework in the appropriate area of specialization to determine whether it is an equivalent substitute for the exact degree or experience listed in the position announcement. There are many factors to consider. Some unique situations may need to be considered individually and may require extensive discussion by the screening committee and/or Human Resources. The procedure is intended to ensure a fair and objective process and is not intended to grant waivers for lack of required qualifications.

Guidelines to Assist Screening Committee Members

The guidelines and examples below are provided as an aid for evaluating equivalent education and experience but are not limited to those listed:

Undergraduate Education Guideline

- Completion of 15-semester units = 1 year of work experience
- Completion of 30-semester units = 2 years of work experience
- Completion of 45-semester units = 3 years of work experience
- Completion of 60-semester units = 4 years of work experience

- Associate Degree = 60-semester units
- Bachelor’s Degree = 120-semester units

Education	Guidelines/Examples for Determining Equivalent Combination of Education and Experience
High School Diploma	<ul style="list-style-type: none"> • GED test • 2 to 4 years of work experience related to the position specialization
Associate in Arts/Science Degree	<ul style="list-style-type: none"> • 4 to 6 years of work experience related to the position specialization • Completion of college units without the conferral of a degree in the position specialization should also be considered (see above). <p><i>Example: Applicant completed one year of college (30 units) and worked 3 years in a related or closely related field. One year of education combined with 3 years of work experience could be an acceptable equivalent combination of education and experience.</i></p>
Bachelor’s Degree	<ul style="list-style-type: none"> • 6 to 8 years of work experience related to the position specialization • Associate degree plus 2 to 4 years of work experience related to the position specialization • Completion of college units without the conferral of a degree in the position specialization should also be considered (see above). <p><i>Example: Applicant completed two years of college (60 units) and worked 4 years in a related or closely related field. Two years of education combined with 4 years of work experience could be an acceptable equivalent combination of education and experience.</i></p>
Master’s Degree	<ul style="list-style-type: none"> • Bachelor’s Degree plus 6 to 8 years of work experience related to the position specialization • Associate degree plus 8 to 10 years of work experience related to the position specialization • Completion of college units without the conferral of a degree in the position specialization should also be considered (see above) plus acceptable years of work experience. <p><i>Example: Applicant completed four years of college (120 units) and has 10 years of applicable work experience becoming a professional expert in the field. Four years of education combined with 10 years of work experience could be an acceptable equivalent combination of education and experience.</i></p>