Position Qualifications

The qualifications section is divided into the following categories:

- **Education:** Designates the level and type of education that is necessary to perform the job functions.
- **Work Experience:** Designates the level and type of job-related experience necessary to perform the job functions.
- **Knowledge, Skills, and Abilities:** Designates any specific skills, abilities, and knowledge needed to <u>fully perform</u> the job functions.
- **Licenses, Certifications, and Professional Affiliations:** Designates any licensure, certification, or professional affiliations which are necessary to perform the job functions.

Before completing this section, put together a list of work experience, educational requirements, knowledge, skills and abilities, and licenses/certifications that are required or preferred for this job description. The Educational Requirements, along with the Knowledge, Skills, and Abilities from the payroll title's job standard are displayed for your reference. As part of determining the qualifications that are needed to perform the duties and carry out the responsibilities of the position, it can be helpful to review the position's job duties.

Position qualifications can be drafted on the Job Builder Job Description Template, found on the HR website Forms page at https://www.hr.ucsb.edu/forms

PREFERRED VS. REQUIRED EDUCATION AND WORK EXPERIENCE QUALIFICATIONS:

- Required qualifications are those that are essential for the incumbent to have in order to perform the job functions.
- Preferred qualifications are those that the hiring manager would like the incumbent to have but are not essential for performing the job functions.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

KSAs identify the specific skill sets, knowledge, and abilities needed <u>to fully perform</u> the duties and responsibilities of the position. These qualifications generally have stronger proficiency levels than similar qualifications used for the minimum requirements on a job posting; since minimum requirements are the qualifications needed <u>to get hired</u>.

 KSAs include Mental /intellectual requirements such as reasoning, performing calculations and problem solving. KSAs also cover proficiencies such as management/ leadership expertise, technical intellect, precise communication skills, language fluency, critical thinking and analytical skills.

In addition to defining each KSAs as required or preferred, it's helpful for KSAs to include a proficiency level.

Examples of some proficiency levels:

- Familiar With / Basic / Beginner: Has common knowledge or understanding of basic techniques and concepts. May comprehend and be able to discuss terminology, concepts and principles related to the skill but needs to continue developing competency through on-the-job experience.pp
- Solid Knowledge of / Intermediate: Has ability to normally complete tasks in this competency effectively. May require help from an expert from time to time, but can usually perform the skill independently and needs minimal guidance to accomplish successfully.
- Proficient In / Advanced: Can perform the actions associated with this competency without assistance. Is able to troubleshoot and answer questions related to this area of expertise. Demonstrates high-level aptitude and consistent excellence in performing this skill.

Examples of KNOWLEDGE, SKILLS AND ABILITIES list:

- Strong organizational and administrative skills.
- Solid ability to work with a high degree of accuracy
- Solid ability to handle multiple tasks under the pressure of deadlines, with frequent interruptions.
- Ability to adapt to changing priorities
- Excellent written and verbal communication skills.
- Solid interpersonal skills to enable effective interactions with faculty, staff, and students.
- Solid critical thinking skills and the ability to exercise good judgment and discretion.
- Ability to work effectively and cooperatively as a staff team member.
- Proficient in Microsoft Word, Excel, and PowerPoint. Basic proficiency with database software.

EXAMPLE OF REQUIRED LICENSES, CERTIFICATIONS AND PROFESSIONAL AFFILIATIONS

This section shows the required licenses, certifications and professional organization affiliations / memberships that are needed to perform the duties and responsibilities of the position. . As with other position qualifications, these can be identified as required or preferred. If a particular license, certification or role-specific course must be successfully obtained or completed within a certain timeframe that should be noted.

License, Certification or Professional Affiliation	Required or Preferred
Professional in Human Resources (PHR) Certification	Required (or obtained within 6 months after position start date)
Senior Professional in Human Resources (SPHR) Certification	Preferred
Society for Human Resource Management (SHRM) Membership	Preferred