

# Manager

## APS Minimum Recruitment Standards

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**Class #:** [M410](#)  
**Effective Date:** 08/98

### Minimum Recruitment Guideline

- university graduation in a field related to the position assignment, supplemented by three years related experience. Related experience or education may be considered as an equivalency on a one for one basis.
- depending on the applicable statutory or unique requirements of the position, specific qualifications may apply.

### Application of the Minimum Recruitment Guidelines

- I. The guideline for the Manager class outlines the minimum training and experience expected for entry into this class.

For recruitment to a higher zone within the Manager Class, an additional year of experience or training would be considered typical.

- II. Equivalencies may be considered, except where statutory or unique requirements of the position dictate specific qualifications. You have the flexibility to consider experience or in-service training, in lieu of education or education on lieu of experience and to vary the education and experience combinations to meet the particular requirements of individual positions.

### Examples of Position Specific Qualifications - Manager Level

Audit – A recognized accounting designation supplemented by one year of experience.

Engineering and Architecture – Eligibility for membership in the Association of Professional Engineers, Geologists and Geophysicists of Alberta (A.P.E.G.G.A.) or Alberta Association of Architects (A.A.A.), supplemented by three years experience related to the position assignment.

Inspection and Regulatory – For some positions eligibility for registration in an appropriate association will be required e.g. Alberta Municipal Assessors' Association (A.M.A.A.) or Appraisal Institute of Canada (A.I.C.).

Natural Science – For some positions eligibility for registration in an appropriate professional association will be required e.g. Alberta Institute of Agrologists (A.I.A.) or Doctor of Veterinary Medicine (D.V.M.).

Social Science – For some positions eligibility for registration in the appropriate association will be required e.g. Alberta Association of Registered Nurses (A.A.R.N.), College of Licensed Practical Nurses (C.L.P.N.A.), Alberta College of Social Workers (A.C.S.W.) or College of Alberta Psychologists (C.A.P.).

### **Examples of Position Specific Equivalencies - Manager Level**

Finance – A Professional Accounting designation Chartered Accountant (C.A.), Certified Management Accountant (C.M.A.), Certified General Accountant (C.G.A.) or Masters level training in such areas as Commerce or Business or related area, plus one year of experience related to the position assignment or Bachelors level training in such areas as Commerce or Business or training equivalent to a senior level in a recognized Professional Accounting Program, supplemented with three years experience related to the position assignment.

Maintenance Trades – Related Trade Certification or specified Power Engineer designation, supplemented by five years experience related to the position assignment.

Inspection and Regulatory – Graduation from a recognized technical training program related to the position assignment, supplemented by five years related experience.

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