STATE'S MINIMUM QUALIFICATIONS:

Education/experience requirements:
- The formal education equivalent of a high school diploma.
- One year of specialized training in business management, business education, or a related field.
- Four years of experience in a specialized or related area applicable to work performed.

Knowledge of:
- The principles and practices of mathematics and statistics.
- Research and analysis techniques and methods.
- Work-related subject area.
- Computers and software applications.

Ability to:
- Prepare, present, and review oral and written information and reports.
- Research and analyze related work program information.
- Develop, recommend, interpret, and apply policies and procedures.
- Analyze financial records and prepare reports.
- Plan, organize, and direct the work of others.