

**H4R – PROGRAM ASSISTANT  
NOVEMBER 9, 2001**

Title/Class Code	Education/Experience/Licensure/Certification	Substitutions
<p><b>PROGRAM ASSISTANT I</b>  <b>H4R1XX</b></p>	<p>Four years of general clerical or administrative service experience, which included one year of experience appropriate to the assignment. Additional specific competencies may be required for some positions.</p>	<p>College, university or non-correspondence business school course work may substitute on a year-for-year basis for the general experience but not for the specific experience. At the agency's discretion, demonstrated proficiency on position competencies may substitute for the required experience.</p>
<p><b>PROGRAM ASSISTANT II</b>  <b>H4R2XX</b></p>	<p>Five years of general clerical or administrative service experience appropriate to the situation. Additional specific competencies may be required for some positions.</p>	<p>College, university or non-correspondence business school course work may substitute on a year-for-year basis for up to two years of the general experience but not for the specific experience. At the agency's discretion, demonstrated proficiency on position competencies may substitute for the required experience.</p>