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PROJECT FOR CIVIL SERVICE DEVELOPMENT
GOVERNMENT OF LIBERIA

Work Plan

and

Quarterly Report No. Q-13

October 1, 1977 - December 31, 1977

**A cooperative effort between the Civil Service Agency of Liberia and the
California State Personnel Board.**

SUMMARY OF MAJOR ACTIVITIES

October 1, 1977 -- December 31, 1977

I. CLASSIFICATION

The Clerical Classification and Pay Plan was substantially implemented. Problems regarding funding for underpaid clerical employees were resolved.

A report proposing a Classification and Pay Plan for Fiscal and Professional positions was submitted to the President.

II. SALARY

The President approved the proposal to tie fringe benefit allowances to classifications. A revised salary schedule was prepared and distributed to Ministries to update clerical and administrative salaries.

Visits were made to Robertsfield, LAMCO in Nimba and the Firestone Plantation to collect salary data for our Pay Survey.

III. RECRUITMENT, SELECTION AND CERTIFICATION

753 people took civil service examinations in Monrovia, Voinjama, Harper, Greensville, and Gbarnga. In addition, 155 people were given the law enforcement aptitude test.

Test development work for 17 new administrative examinations was substantially completed.

A basic strategy for testing Fiscal and Professional classes was developed and approved.

Several selection policies were modified to simplify and/or improve the overall selection program.

IV. ROSTER AND TRANSACTIONS

An additional 1069 roster cards were prepared, bringing the total number of cards in the roster to 14,528.

A review was made and completed of the Personnel Transactions system. Revisions are now being made to the basic Personnel document - the Personnel Action Notice.

V. PARTICIPANT TRAINING

Two more persons were selected to go to the United States for a Master's Degree in Public Administration.

VI. COMMODITIES

All materials necessary to run the offset duplicating machine were received.

VII. PROJECT EVALUATION

The Annual Project Appraisal Review was completed. No major problems were identified. And, as a result of this Review, the project was extended; minor revisions were made to some project activity completion dates; and two additional students authorized for advanced educational training.

VIII. MISCELLANEOUS

The Advisory Team assisted in preparing the Civil Service Agency's Annual Report. This report was submitted to the President.

Four (4) new Subaru automobiles were received.

QUARTERLY REPORT

October 1, 1977 - December 31, 1977

A chart of project status as of December 31, 1977, is shown in Appendix A.

I. CLASSIFICATION

Clerical Occupational Family Classification and Pay Plan

After much effort, substantial progress was made toward implementing the Clerical Classification and Pay Plan. A circular letter was sent to all Ministries asking that they submit personnel documents to implement changes for clerical positions by December. To assist Ministries, updated allocation listings and draft PANs were prepared and distributed. Follow-up visits were made to each Ministry by Civil Service Agency staff and the Advisory Team. By the end of the quarter, 11 Ministries had submitted the necessary documents and the remaining ministries had given assurances that they would submit documents shortly.

Problems with regard to obtaining funds to raise the salaries of underpaid clerical workers were resolved. The Budget Bureau added funds to each Ministry's budget for this purpose.

Administrative Occupational Family Classification and Pay Plan

Implementation of this plan was being delayed until the President acted on proposed salary range changes to reflect changes in fringe benefit allowances. During this quarter, the President approved the salary proposal (see II., Fringe Benefit Allowances) and implementation of this Classification and Pay Plan was begun.

The critical date for implementation was revised and has now been set for March 31, 1978. (See VII., Project Evaluation.)

A circular letter describing the Administrative Classification and Pay Plan was distributed to all Ministries, agencies and bureaus.

Fiscal and Professional Occupational Family Classification and Pay Plan

A report proposing establishment of 58 separate classifications in Fiscal and Professional occupational categories was submitted to the President as planned. (See Attachment I.)

The proposed plan did not encompass all positions in this occupational area because some Ministries or occupational groups did not provide us with complete, detailed job information. The plan did include 17 different occupational categories and the plan does

provide a framework into which additional classifications can be added as they are identified in the future.

Classification Study of the Ministry of Health and Social Welfare

Work was begun on a classification review of all positions in the Administrative Branch as the first stage of a study of headquarters positions. Job questionnaires were sent to personnel in this branch. To date, however, the number of completed questionnaires returned to us has been negligible.

II. SALARY

Salary Survey

Some progress was made on the pay survey this quarter, although it was not completed as we had expected. Salary data was obtained from USAID, LAMCO, Roberts International Airport and Firestone Plantations. Cost of living data were received from the Ministry of Planning and Economic Affairs.

In addition, follow-up visits were made to several other major Liberian employers during the quarter to ask that salary information be submitted to us as soon as possible.

Fringe Benefit Allowances

The proposal to modify salary ranges in order to reflect changes in fringe benefit allowances was approved by the President. As a result, the salary schedule for clerical and administrative classes was revised and distributed to all ministries, agencies, and bureaus. This updated salary schedule included both changes that were the result of fringe benefit allowances and basic salary rates being combined and special salary adjustments authorized for some administrative classes.

Salary Setting at the Ministry of Finance

The advisory team conducted a special review of a salary increase proposal from the Ministry of Finance. Recommendations were submitted to the Ministry.

Review of Recast Budgets

At the request of the Budget Bureau, the Civil Service Agency reviewed all recast budgets submitted by GOL Ministries and Agencies for appropriateness of proposed salaries. The Budget Bureau accepted the recommendations of the Civil Service Agency without change.

III. RECRUITMENT, SELECTION AND CERTIFICATION

Examination Statistics

This quarter the Law Enforcement Aptitude Test was given to 155 applicants, 95 achieved passing scores.

Civil service tests were conducted in Monrovia on the usual schedule. Tests were also given in Gbarnga, Greenville, Harper and Voinjama. A total of 753 persons took 836 civil service tests. Statistics for all regular tests administered in this quarter are shown in the following tables:

Table 1

TESTS ADMINISTERED (MONROVIA)

October 1, 1977 - December 31, 1977

<u>Test Title</u>	<u># of Candidates</u>	<u># Passing Written</u>	<u># Passing Performance</u>	<u># Retaking Performance</u>	<u># Passing Retest</u>	<u># Eligible</u>
Executive Secretary	4	0	2	0	0	0
Secretary	48	26	5	21	4	9
Senior Clerk Typist	53	45	25	16	10	33
Clerk Typist	118	38	24	21	8	14
Clerk II	13	2	-	-	-	2
Clerk I	56	16	-	-	-	16
Supervising Clerk	9	5	-	-	-	5
Senior Clerk	4	3	-	-	-	3
File Clerk	22	8	-	-	-	8
Senior Account Clerk	1	0	-	-	-	1
Account Clerk	11	4	-	-	-	4
Survey Interviewer	7	4	-	-	-	4
Accountant	26	8	-	-	-	8

<u>Test Title</u>	<u># of Candidates</u>	<u># Passing Written</u>	<u># Passing Performance</u>	<u># Retaking Performance</u>	<u># Passing Retest</u>	<u># Eligible</u>
Accounting Technician	33	4	-	-	-	4
General Administrative	51	33	-	-	-	33
General Auditor	2	0	-	-	-	0
Statistician	4	2	-	-	-	2
Welfare Worker/Counselor	3	3	-	-	-	3
Computer Operator	1	0	-	-	-	1
TOTALS	446	201	56	58	22	150

Table 2

TESTS ADMINISTERED OUTSIDE MONROVIA

October 1, 1977 - December 31, 1977

<u>Test Title</u>	<u>Test Location and No. of Candidates</u>				<u>Total # of Candidates</u>	<u>Total # Eligible</u>
	<u>Gbarnga</u>	<u>Greenville</u>	<u>Harper</u>	<u>Voinjama</u>		
Executive Secretary	-	-	-	2	2	0
Secretary	1	2	3	7	13	1
Senior Clerk Typist	1	2	4	7	14	3
Clerk Typist	4	11	11	2	28	2
Clerk II	-	-	1	0	1	0
Clerk I	9	53	101	66	229	100
Supervising Clerk	-	-	1	-	1	1
Senior Clerk	-	-	-	2	2	0

<u>Test Title</u>	<u>Test Location and No. of Candidates</u>				<u>Total # of Candidates</u>	<u>Total # Eligible</u>
	<u>Gbarnga</u>	<u>Greenville</u>	<u>Harper</u>	<u>Voinjama</u>		
File Clerk	-	-	2	2	4	0
Account Clerk	-	-	3	-	3	2
Accountant	-	-	6	-	6	0
Accounting Technician	-	4	4	-	8	0
General Administrative	-	-	-	1	1	0
TOTALS	15	72	136	89	312	109

Test Development

Work on the development of the new administrative examinations was substantially completed during this quarter. Of 17 new tests being developed, 15 have been completed - typed in final, proofed and corrected. All that remains is to reproduce and collate the test booklets. Technical difficulties developed with the new offset printing equipment so we were unable to print the test booklets as planned. These difficulties were resolved in December and mass production printing will begin in January.

The other two administrative tests are also nearly completed. All that remains is items for three subtests. These items are being prepared by an examination consultant. He did not complete his work as anticipated last quarter.

A plan for testing for Fiscal and Professional positions was prepared and approved by the Director-General of the Civil Service Agency.

A statistical analysis was made of the Accounting Technician and Accountant examinations. The information obtained will be used to revise these tests.

A circular letter was distributed to Ministries highlighting the scope of tests and the entrance requirements for the new administrative classifications. Tentative dates for out-of-town testing in 1978 were also announced.

A review was also conducted of the overall selection system to determine if policies and systems set up to date were effective. Based upon our review, some changes were recommended to simplify and/or improve the overall program. The more significant changes approved by the Director-General were:

- a. Government employees will be allowed to take promotional examinations if they have the necessary experience required for a class but do not have the required education.
- b. All government employees (even those with advanced degrees) will be required to take supervisory and managerial promotional tests.
- c. Appointments will not be back-dated beyond the date that individuals actually take the written test for the position.
- d. The certification process was simplified to a pass/fail approach for government employees. Some of the paper process was discontinued.

IV. ROSTER AND TRANSACTIONS

An additional 1069 roster cards were prepared this quarter bringing the total to 14,528.

During December, the Roster Unit suspended the typing and checking of Personnel Action Notices in order to check for and clear up duplicated and misfiled cards. Consequently, no roster cards were prepared during that month. This, in turn, has created a small backlog. Action is now being taken to clear up this problem and eliminate the backlog.

No progress was made on implementing the consultant's recommendations on the payroll/budget/personnel transactions system.

A draft revision to the basic personnel action form (the PAN document) was prepared and is being reviewed. This change is intended to simplify and improve Civil Service Agency personnel action processing.

V. PARTICIPANT TRAINING

No participants returned to the Civil Service Agency this quarter. However, based on information received, six participants should return to work during the next quarter.

Laura Rhodes has returned to Liberia. Alfred Konowa has completed his studies and is on his way. Four other students will complete their studies in early January.

As part of the project evaluation, it was agreed that two more persons would be sent to the United States to study for a Master's Degree in Public Administration. (See VII., PROJECT EVALUATION.) McDonal Reed and Augustus Weh-Dorlise, both employees of the Civil Service Agency, were selected. They will leave January 20, 1978.

VI. COMMODITIES

The offset duplicating machine delivered in August has not been used yet to produce printed materials. Problems had arisen with supplies and use of the equipment. All materials necessary for reproduction have now been obtained. The problems with the machine inking system have been corrected. One person on the Civil Service Agency staff has been trained to use the machine.

New files were ordered for the Examination Section to store new tests and test-related materials that will result when we implement testing for administrative classes.

Files were delivered, but they did not have locks. These files are being returned and lockable files obtained.

VII. PROJECT EVALUATION

The annual evaluation of the Civil Service Development Project was conducted by USAID/L. Basically, USAID/L was pleased with progress made to date and felt no major problems have developed.

As a result of the evaluation, it was agreed that the project would be extended six months through February 1979; several project activity completion dates would be revised to reflect the six-month extension; and two additional persons would be sent to the United States for Master's Degrees in Public Administration.

The extension should:

- a. Assist in assuring full implementation of all Classification and Pay Plans;
- b. Provide necessary on-the-job training for participants returning to the Civil Service Agency from the United States in the latter part of 1978;
- c. Provide more time to assess Civil Service Agency staff members potential to assume supervisory positions and enable advisory staff to recommend necessary organizational changes;
- d. Allow the advisory staff to supervise the second complete cycle of the salary-setting process; and

- e. Enable the test development program to become firmly established and complete development of the core tests.

VIII. MISCELLANEOUS

Appeals Board

The first meeting of the Appeals Board was held December 2, 1977. At that meeting, a policy statement describing the role of the Board was adopted, a press release was issued and two circular letters describing the appeal and grievance processes were approved and issued - one to employees and one to Ministries. It was agreed that the full Board would meet every two months, and that a sub-committee would meet at least once a month, and more frequently if necessary, to hear appeals.

Vehicles

Four new vehicles (Subarus) were received in November; three were assigned to the project for use by the Civil Service Agency staff and team members and one was assigned as a utility vehicle.

CSA Policy and Procedures Manual

Only one new section of the Manual was developed this quarter. Due to changes in staff and workload commitments, work assignments and due dates were revised to more realistically reflect achievable results. It is anticipated that the Manual will be completed by the end of 1978.

Government-Sponsored Insurance

The Cabinet Committee which considered the CSA proposal for an interim insurance scheme for civil servants recommended referring the proposals to the National Social Security and Welfare Corporation. The Director-General responded by letter pointing out that the recommendation would not address the needs of those civil servants who retired before the Social Security plan is operational which was the objective of the interim proposal.

CSA Annual Report

The Advisory Team assisted the Civil Service Agency prepare its 1977 Annual Report. This Report was submitted to the President.

Project Personnel

Duane Morford and family departed from the post after completing three years with the project team. During his assignment in Liberia, he made a significant contribution toward the establishment and implementation of a merit personnel system for Liberia. His advice and counsel will be missed.

WORK PLAN FOR NEXT QUARTER

I. CLASSIFICATION

The Clerical Classification and Pay Plan will be implemented.

The Administrative Classification and Pay Plan will be implemented.

Development of a classification and pay plan for positions in the general category will begin.

Presidential approval of the proposed Fiscal and Professional Classification and Pay Plan will be obtained.

II. SALARY

The salary survey will be completed and a report prepared and submitted to the President.

III. RECRUITMENT, SELECTION AND CERTIFICATION

Tests for the new administrative classes will be reproduced and placed into use as a regular part of the testing program.

A new person will be placed in charge of the certification function.

A new Test Development Section will be established, staff selected and trained.

Work will begin on construction of tests for Fiscal and Professional classes.

IV. ROSTER AND TRANSACTIONS

Problems in the Roster Unit will be corrected and the backlog of PANs eliminated.

A new PAN document will be finalized and placed into use.

V. COMMODITIES

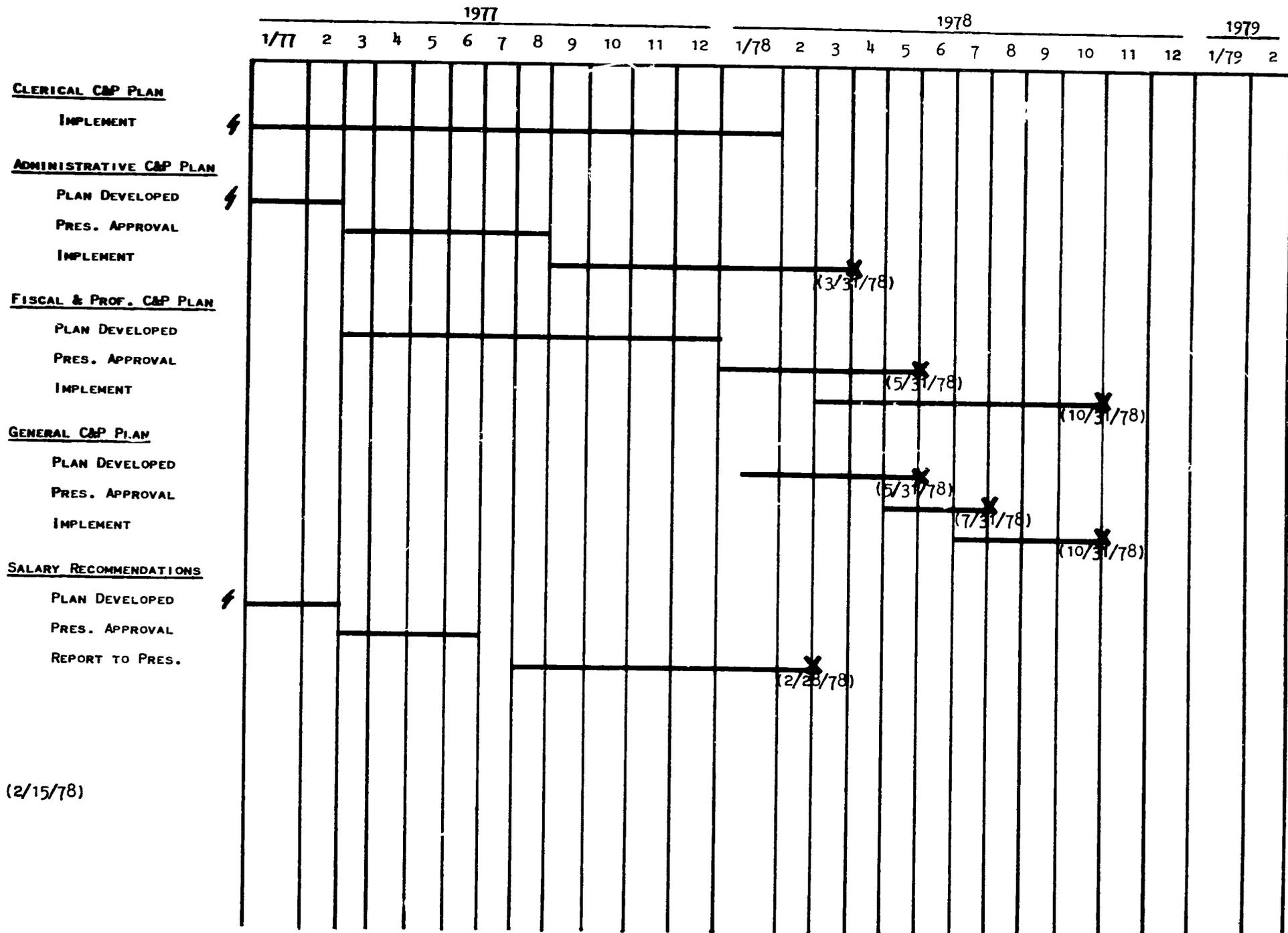
Offset duplicating equipment will be placed in operation.

VI. MISCELLANEOUS

Six participants will return from the United States and begin working at the Civil Service Agency; two staff will go to the United States to begin their master's degree studies.

SUMMARY OF PROJECT STATUS - 12/31/77

X = CRITICAL DATE



(2/15/78)

APPENDIX A



REPUBLIC OF LIBERIA
CIVIL SERVICE AGENCY
MONROVIA

OFFICE OF THE DIRECTOR GENERAL

December 23, 1977

909/DG/'77

The President of Liberia
The Executive Mansion
Monrovia

Mr. President:

I am pleased to submit for your consideration and approval a classification and pay plan for approximately 2,300 civil service positions in the Fiscal and Professional Occupational Category. This proposed plan does not encompass every position in this occupational area, but it does include as many positions as we were able to obtain complete, detailed job information for. The plan provides a good, comprehensive classification and pay framework into which additional classifications can and will be added as they are identified in the future.

These proposals adhere to the principle of equal pay for equal work and are in conformity with the Civil Service Act of 1973 and the Civil Service Rules which you approved on August 20, 1976.

This classification and pay plan was proposed by the staff of the Civil Service Agency, with the advice and guidance of our USAID-California State Personnel Board team of Advisors. If adopted, this plan will represent still another step which your administration has taken to improve the civil service system and the working conditions of our faithful and dedicated civil servants.

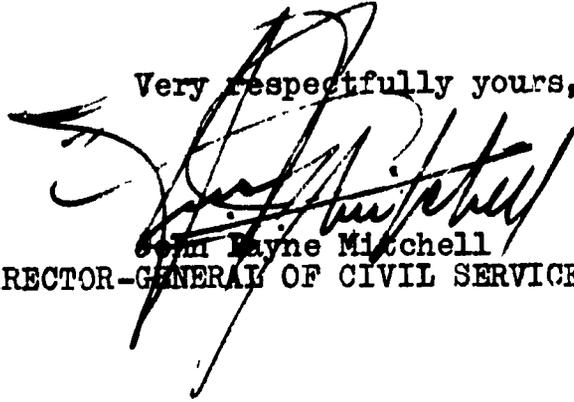
In this report, we are proposing the establishment of 57 new classifications for Fiscal and Professional positions. These classifications will be used in place of a multitude of different job titles which are currently in use for these positions. A comprehensive salary schedule is presented, and a specific pay range is recommended for each classification. This plan continues the practices begun in the Administrative and Clerical Category plans of assuming that the more difficult jobs receive higher pay than the less difficult jobs. Being mindful of controlling costs in government, we have again recommended salary ranges that will have essentially negligible costs upon implementation.

- 2 -

This report has been based on extensive study and thorough analysis by the Civil Service Agency staff and its advisors. Therefore, it is with great confidence that I present it for your consideration.

I and my staff are available at your convenience to discuss this report and answer questions if you desire.

Very respectfully yours,

A large, stylized handwritten signature in black ink, appearing to read 'Sam Payne Mitchell', is written over the typed name and title.

Sam Payne Mitchell
DIRECTOR-GENERAL OF CIVIL SERVICE, R.L.

/mjr

A PROPOSED CLASSIFICATION AND PAY PLAN

FOR

FISCAL AND PROFESSIONAL POSITIONS

IN THE LIBERIAN CIVIL SERVICE

A Report to

President William R. Tolbert, Jr.

from

The Civil Service Agency, R.L.

December 1977

I. A SUMMARY OF RECOMMENDATIONS

It is respectfully recommended that

1. The class specifications contained in this report be adopted as the official classification plan for all Fiscal and Professional employees subject to the Civil Service Act;
2. The Fiscal and Professional classification be assigned to the salary ranges specified in this report;
3. The policies recommended in this report be adopted to govern salary administration for Fiscal and Professional employees.

II. THE CLASSIFICATION PLAN FOR THE FISCAL AND PROFESSIONAL CATEGORY

The Civil Service Agency has completed its initial survey of the Fiscal and Professional Category of employees of the Government of Liberia. This survey was similar in design and execution to the studies of the Clerical Category, completed and approved in 1976, and the Administrative Category approved in August 1977. Questionnaires were distributed to all ministries and agencies along with a circular letter explaining how the study would be conducted. Each questionnaire listed the name of the incumbent of each position identified as possibly either Fiscal or Professional in character.

Each ministry and agency was asked to have each incumbent complete the questionnaire by describing the assigned duties and responsibilities, the location in the organization, the educational background required for the position and the incumbent's personal educational background. After the questionnaires were returned to the Civil Service Agency, they were thoroughly reviewed and sorted into broad occupational categories. Certain questionnaires were selected for personal follow-up by Civil Service Agency staff. This consisted of a personal interview with the job incumbent, his supervisor, and in some instances, with peers and subordinates of the incumbent.

The information developed in this study provided the basis for the classification plan for Fiscal and Professional personnel in the Government of Liberia. Unfortunately, despite repeated urgings by the Civil Service Agency staff over a period of several months, only about 30% of the questionnaires distributed were returned. In some ministries and agencies, and among some occupations, the return of questionnaires was gratifyingly substantial. In other cases in entire occupational areas, the return was so meager that we were unable to develop a classification plan for that area. Thus, we recognize that the proposed classification plan does not describe all Fiscal and Professional positions subject to the Civil Service. It does, however, describe certain major occupational groups and it does provide a comprehensive classification and pay framework into which additional classifications can be added readily in the future. We anticipate that necessary additional classifications will be created during the implementation phase of the Fiscal and Professional study, when job questionnaires will again be circulated to those persons who did not respond to our initial survey.

The proposed Fiscal and Professional Classification and Pay Plan consists of 57 separate classifications in 18 broad occupational areas. Each classification describes a specific type and level

of Fiscal or Professional work. A class specification has been prepared for each separate classification describing the type of work performed, the knowledge and abilities required for successful performance of the work and the minimum education and experience necessary.

It should be noted that the positions in the Fiscal and Professional Category were grouped according to the fundamental nature of the work performed, the education and experience required to perform the work and the relative level of difficulty and responsibility of the work. The grouping of positions into classifications has several purposes. Chief among them from the standpoint of effective personnel administration are to facilitate the selection of qualified individuals and to provide for fair and equitable compensation. The proposed classification for the Fiscal and Professional Category has struck a balance between the need for distinct specialization requiring specific skills and broad generic classifications which emphasize selection based on possession of fundamental skills and abilities including, very prominently, the ability to learn, adapt and develop increasing competence and skill. These characteristics are vital to the successful achievement of the Government's overall development program. Broad classes also minimize the tendency to create salary differentials for job differences that are not significant and they give management flexibility to move staff to other assignments both for purpose of staff development and for the most effective placement and utilization of staff.

The proposed Fiscal and Professional Classification Plan describes 18 different types of work: (1) Professional Engineering, (2) Non-professional Engineering, (3) Architects, (4) Geologists, (5) Drafting, (6) Professional Nursing (7) Non-professional Nursing Services, (8) Fiscal, (9) Revenue, (10) Accounting (11) Tax Representation, (12) Real Estate Appraisal, (13) Auditing, (14) Legal, (15) Investigation, (16) Communications, (17) Printing, (18) Miscellaneous.

The 57 Classifications are:

1. Professional Engineering

Junior Engineer
Engineer
Senior Engineer
Principal Engineer

2. Non-Professional Engineering

Engineering Aid I
Engineering Aid II
Engineering Assistant
Engineering Associate

3. Architects

Junior Architect
Architect
Senior Architect
Principal Architect

4. Geologists

Geological Laboratory Technician
Geologist
Senior Geologist
Principal Geologist

5. Drafting

Drafting Apprentice
Junior Draftsman
Draftsman
Senior Draftsman

6. Professional Nursing

Staff Nurse I
Staff Nurse II
Supervising Nurse
Director of Nursing Services
Public Health Nurse

7. Non-professional Nursing Services

Traditional Midwife
Nurse's Aide
Graduate Midwife
Certified Midwife
Practical Nurse
Laboratory Assistant
Laboratory Technician
Physicians Assistant
Physicians Assistant Supervisor

8. Fiscal

Assistant Fiscal Officer
Fiscal Officer
Senior Fiscal Officer
Principal Fiscal Officer

9. Revenue

Assistant Revenue Officer
Revenue Officer
Senior Revenue Officer
Principal Revenue Officer

10. Accounting

Accounting Technician
Senior Accounting Technician
Accounting Officer
Senior Accounting Officer
Principal Accounting Officer

11. Tax Representation

Tax Representative
Senior Tax Representative

12. Real Estate Appraisal

Junior Real Estate Appraiser
Real Estate Appraiser
Senior Real Estate Appraiser

13. Auditing

Junior Audit Technician
Audit Technician
Senior Audit Technician
Auditor

14. Legal

Legal Counsel

15. Investigation

16. Communications

17. Printing

18. Miscellaneous

The assignment of the proposed new classes to salary ranges was based upon three considerations. First, the level of difficulty and responsibility of positions in each of the proposed new classes in comparison with that of classes established earlier in the Clerical and Administrative Category Studies. Second, the education and experience required for successful performance in each class and the current salary of positions allocated to each class were also taken into consideration. And third, the relative difference in level and difficulty of classes in the same occupational area was evaluated to establish appropriate salary differentials between the classes.

The basic structure of the pay plan for the Government of Liberia Civil Service was created with the establishment of a series of salary ranges and the assignment of Clerical and Administrative Classifications into those ranges. The Clerical and Administrative classifications, because of the range of responsibility they encompass, are spread throughout the salary ranges from bottom to top. Therefore, they represent a convenient reference point for salary comparison with the proposed new Fiscal and Professional classes. For example, Administrative classes such as Professional Specialist and Principal Director include positions with heavy technical and managerial demands which are similar in degree, although in different fields, to positions proposed to be allocated to new Fiscal and Professional classes such as Principal Engineer, Principal Geologist and Principal Revenue Officer. Similarities are also found at lower levels where, for example, the proposed Auditing Technician and Accounting Technician are placed at the same level as Supervising Clerk. Each of the proposed new classifications was analyzed in comparison with existing classifications. The duties, responsibilities, education and experience requirements, existing rates of pay and organizational relationships were evaluated in determining the placement of each class. In addition, there were a group of classes in a single occupational area, such as Non-professional Engineering Services or Non-professional Nursing Services, the same type of analysis was applied to determine the proper salary spread between classes warranted by the differences in duties and responsibilities. The results of these analyses are shown in the following charts, which also contain the Clerical and Administrative classes for reference.

FISCAL AND PROFESSIONAL SALARY PAY PLAN - CONTD.

RANGE 9 1441-2032	CLERK I	DRAFTING APPRENTICE	GEOLOGICAL LAB TECHNICIAN	GRADUATE MIDWIFE
RANGE 8 1310-1833				
RANGE 7 1188-1672				NURSE'S AID
RANGE 6 1078-1516				TRADITIONAL MIDWIFE
RANGE 5 977-1375				

III. THE PROPOSED CLASS SPECIFICATIONS

Junior Engineer

Definition

Under direction, to perform engineering work of average difficulty; and to do other work as required.

Examples of Duties

Prepares engineering plans and specifications; makes plan layouts and detail drawings; makes engineering calculations; makes cost estimates; reviews plans and specifications for accuracy; may act as resident engineer; supervises lower level engineering personnel in a field or office setting; collects and analyzes engineering data; prepares reports.

Qualification Standards

Knowledge of: basic principles of chemistry and mathematics as applied to engineering; principles and practices of engineering; drafting techniques; properties and uses of materials; engineering economics; and

Ability to: prepare detailed plans and specifications; supervise lower level staff; analyze situations accurately and take effective action; develop and maintain harmonious working relations; prepare reports; and

Education: graduation from an accredited university with a degree in engineering; and

Experience: none required.

Engineer

Definition

Under supervision, to do more complex, difficult and varied engineering work; to help supervise and train lower level professional and technical staff; and to do other work as required.

Examples of Duties

Plans and directs the design and preparation of drawings, specifications and estimates for complex, difficult engineering work; works on difficult problems and determines the methods of procedure and personally performs the more difficult phases of the work; prepares and reviews specifications and cost estimates; checks drawings for correctness; formulates and performs or supervises difficult engineering studies; makes detailed engineering and economic studies of proposed projects; may supervise field inspections; prepares complete and comprehensive reports.

Qualification Standards

Knowledge of: principles and practices of engineering; engineering mathematics; drafting techniques; properties and uses of materials; engineering economics; cost estimation practices and techniques; principles of supervision; and

Ability to: perform technical work and make detailed analyses; prepare detailed plans and specifications; make cost estimates; prepare comprehensive reports; supervise staff; analyze situations accurately and take effective action; work harmoniously with others; and

Education: graduation from an accredited university with a degree in engineering; and

Experience: one year in the Civil Service of Liberia performing the work of a Junior Engineer. (Possession of a Master's Degree in Engineering from an accredited university may be substituted for the required experience.)

Senior Engineer

Definition

Under general direction, to supervise the work of professional and subprofessional engineering personnel; to plan and direct the most difficult field and office engineer work; and to do other work as required.

Examples of Duties

Supervises preparation of or personally prepares written studies and reports on engineering matters; coordinates work schedule and design details; reviews all drawings, specifications and proposals prior to construction; supervises the preparation of maps, plans, charts and diagrams; supervises the maintenance of engineering records; plans and directs field work; makes specialized technical studies and investigations and performs difficult research work; prepares reports and makes recommendations on engineering problems.

Qualification Standards

Knowledge of: principles and practices of engineering; engineering mathematics; properties and uses of materials; engineering economics; cost estimation; supervision; and

Ability to: plan and supervise the work of a professional staff; supervise the preparation of detailed plans and specifications; prepare complete and comprehensive reports including economic analyses; perform difficult technical work and prepare analyses; analyze situations accurately and take effective action; work harmoniously with others; and

Education: graduation from an accredited university with a degree in engineering; and

Experience: one year in the Civil Service of Liberia performing the work of an Engineer or three years of professional engineering experience. (Possession of a Master's Degree in Engineering may be substituted for one year of the general professional engineering experience.)

Principal Engineer

Definition

Under administrative direction, to be responsible for a major engineering activity such as design, cost estimating, construction or testing, or a combination of these activities; and to do other work as required.

Examples of Duties

Plans, organizes, coordinates and directs the work of a major engineering activity; reviews work progress through reports and personal investigation; reviews and approves designs, plans and specifications; passes on difficult office engineering work in connection with budget preparation; prepares cost analyses and progress reports; plans and directs field work; directs staff development activities; assigns priorities, sets goals and evaluates performance; prepares reports and correspondence.

Qualification Standards

Knowledge of: principles and practices of engineering; engineering mathematics; engineering economics; principles of management and supervision, including budgeting; and

Ability to: plan, organize and direct a major engineering activity; direct a staff in the preparation of detailed plans and specifications; creatively analyze technical and administrative problems; work harmoniously with others; prepare reports and correspondence; assume increasing leadership and management responsibility; and

I

Education: possession of a Master's Degree in Engineering from an accredited university; and

Experience: three years in the Civil Service of Liberia, including two years performing the work of a Senior Engineer or four years of professional engineering experience.

Or II

Education: graduation from an accredited university with a degree in engineering; and

Experience: six years in the Civil Service of Liberia, including three years performing the work of a Senior Engineer.

Engineering Aid I

Definition

Under supervision, to perform simple surveying, drafting and related subprofessional engineering office and field work; and to do other work as required.

Examples of Duties

Works as a rodman, chainman, axman or flagman on survey or construction parties; makes simple survey or construction notes and reports; does simple level work; makes arithmetical computations; cuts and removes brush and undergrowth from line of sight; does routine tracing and simple drafting, such as plotting profiles and cross sections.

Qualification Standards

Knowledge of: elementary principles of algebra, geometry and trigonometry; drafting methods and equipment; surveying procedure and equipment; and

Ability to: read and write English; do simple drafting and office and field engineering work; follow oral and written directions; learn varied engineering work; work harmoniously with others; and

Education: completion of the twelfth grade including or supplemented by course work in mathematics through trigonometry; and

Experience: one year of experience in surveying, other engineering or engineering construction work. (Completion of one year of college course work in engineering may be substituted for the required experience.)

Engineering Aid II

Definition

Under supervision, to perform drafting, surveying and related subprofessional engineering office and field work of average difficulty; and to do other work as required.

Examples of Duties

Works as an instrumentman on a survey crew; runs lines and grades; takes cross sections; measures areas; makes mathematical computations and keeps field notes; makes contour and land maps; makes preliminary construction drawings and tracings; tabulates and plots field data; makes simple inspections of engineering construction or maintenance work.

Qualification Standards

Knowledge of: algebra, geometry and trigonometry; surveying procedures and equipment; drafting methods and equipment; inspection methods; and

Ability to: perform a variety of non-professional office and field engineering work including drafting and surveying; read and write English; keep records and make reports; work harmoniously with others; and

Education: completion of the twelfth grade including or supplemented by course work in algebra, geometry and trigonometry; and

Experience: one year in the Civil Service of Liberia performing the work of an Engineering Aid I. (Completion of two years of college course work in Engineering may be substituted for the required experience).

Engineering Assistant

Definition

Under supervision, to perform a variety of technical and responsible subprofessional work on recurring types of engineering projects; and to do other work as required.

Examples of Duties

Acts as survey party chief, directing the operations of subordinates engaged in chaining, rodding, leveling and instrument work; personally performs the more complex instrument work on field survey parties; directs the gathering and computation of field data; inspects road, drainage, utilities and related engineering projects to insure adherence to specifications; takes sample and performs laboratory tests and analysis; prepares plans, profiles, cross sections and makes horizontal and vertical alignment and curve computations; establishes tentative lines and grades; checks and computes survey maps and other engineering documents.

Qualification Standards

Knowledge of: practical application of engineering principles and practices; surveying, mapping and drafting; engineering mathematics; methods, procedures and equipment used in engineering projects; and

Ability to: lead a survey party; do mapping and drafting and assist in the preparation of maps, plans, specifications and reports; inspect engineering project work; direct the gathering and computation of field data; work harmoniously with others; and

Education: completion of the twelfth grade including or supplemented by course work in algebra, geometry and trigonometry; and

Experience: one year in the Civil Service of Liberia performing the work of an Engineering Aid II.

Engineering Associate

Definition

Under direction, to supervise and perform difficult and complex non-professional engineering work; and to do other work as required.

Examples of Duties

Assigns work, gives instructions and reviews problems in connection with surveys; plans and directs the work of survey parties; directs a staff engaged in computational work; performs difficult and complex non-professional engineering work involving surveying, preparation of maps and plans, and drawings and specifications; reviews plans and construction for conformance to standards and specifications; prepares technical reports and correspondence.

Qualification Standards

Knowledge of: principles and practices of engineering; surveying, mapping and drafting; engineering mathematics; construction supervision and inspection; methods, procedures and equipment used in engineering projects; principles and practices of supervision; and

Ability to: plan, organize, lay out and supervise the work of others; inspect engineering project work; prepare specifications, estimates, maps, plans and reports; gather, compile and analyze engineering data; work harmoniously with others; and

Education: completion of the twelfth grade including or supplemented by course work in algebra, geometry and trigonometry; and

Experience: one year in the Civil Service of Liberia performing the work of an Engineering Assistant.

Junior Architect

Definition

Under direction, to perform architectural work of average difficulty; and to do other work as required.

Examples of Duties

Prepares plans and designs, preliminary drawings, presentation drawings, and completed designs of less complex structures; develops architectural plans and elevations, materials, colors and finishes; coordinates aspects of projects with other disciplines; provides guidance to draftsman in the preparation of detail drawings; prepares memoranda and reports.

Qualification Standards

Knowledge of: architecture, architectural practice, details of planning and designing structures; architectural and building materials; costs and construction methods; structural, electrical and mechanical engineering as related to buildings; and

Ability to: make architectural designs; present information clearly and effectively in pictorial and written forms; work harmoniously with others; and

Education: graduation from an accredited university with a degree in architecture; and

Experience: none required.

Senior Architect

Definition

Under direction, to direct the work of architectural design and planning teams; to create plans and designs for structures which have the most difficult architectural problems; and to do other work as required.

Examples of Duties

Provides direction, supervision, guidance and assistance to architectural design and planning teams; creates plans and designs, preliminary drawings and completed designs for major structures with the most difficult architectural problems; develops architectural plans and elevations, materials, colors and finishes; coordinates architectural aspect of assigned projects; supervises the preparation of detail drawings; evaluates staff performance and review designs; prepares correspondence and reports.

Qualification Standards

Knowledge of: architecture, architectural practice, details of planning and designing structures; architectural and building materials; costs and construction methods; structural, electrical and mechanical engineering as related to architectural practice; principles and practices of supervision; and

Ability to: direct the work of architectural design and planning teams; make and analyze comprehensive architectural designs; present information effectively in oral, pictorial and written forms; supervise professional staff; analyze situations accurately and take effective action; work harmoniously with others; prepare reports and correspondence; and

Education: graduation from an accredited university with a degree in architecture; and

Experience: one year in the Civil Service of Liberia performing the work of an Architect or three years of professional architectural experience. (Possession of a Master's Degree in Architecture may be substituted for one year of the general professional architectural experience.)

Principal Architect

Definition

Under direction, to plan, organize, coordinate and direct the Architecture Division of the Ministry of Public Works; and to do other work as required.

Examples of Duties

Plans, organizes, coordinates and directs the work of a staff engaged in the creation of plans and designs for a variety of structures; reviews work progress and passes on difficult problems; assigns priorities; sets goals and evaluates performance; directs staff development activities; provides architectural consultation and advice; coordinates the work of the Architecture Division with other units in the Ministry; prepares correspondence and reports.

Qualification Standards

Knowledge of: architecture, architectural practice, details of planning and designing structures; architectural and building materials; costs and construction methods; structural, electrical and mechanical engineering as related to architectural practice; principles and practices of management; and

Ability to: plan, organize, coordinate and direct the work of a professional architectural staff; make and analyze comprehensive architectural designs; present information clearly and effectively in oral, pictorial and written forms; analyze situations accurately and take effective actions; work harmoniously with others; prepare clear and comprehensive reports; and

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Education: possession of a Master's Degree in Architecture from an accredited university; and

Experience: three years in the Civil Service of Liberia, including two years performing the work of a Senior Architect or four years of professional architectural experience.

Or II

Education: graduation from an accredited university with a degree in architecture; and

Experience: six years in the Civil Service of Liberia, including three years performing the work of a Senior Architect.

Geological Laboratory Technician

Definition

Under supervision, to analyze rock and soil samples; and to do other work as required.

Examples of Duties

Using a microscope, analyzes rock and soil samples to identify mineral content; operates X-ray and differential thermal analysis machines; weighs samples and determines specific gravity.

Qualification Standards

Knowledge of: arithmetic; and

Ability to: read and write English; learn to perform simple laboratory procedures; follow directions; work harmoniously with others; and

Education: equivalent to completion of the twelfth grade; and

Experience: none required.

Geologist

Definition

Under direction, to do professional geological mapping and prospecting activities; and to do other work as required.

Examples of Duties

Plans geological mapping and prospecting; works as a member of a geological team; supervises Geological Laboratory Technicians in analyzing and taking various soil samples; carries out difficult geological studies; prepares reports and correspondence.

Qualification Standards

Knowledge of: principles and practices of geology; geological surveying, mapping and recording methods; application of geology to problems in the mineral industry and geological field investigations; and

Ability to: perform professional geological studies; do geological surveying and mapping; communicate both orally and in written form; prepare clear and concise reports; and

Education: graduation from an accredited university with a degree in geology; and

Experience: one year in the Civil Service of Liberia performing the work of a Junior Geologist. (Possession of a Master's Degree in Geology from an accredited university may be substituted for the required experience.)

Junior Geologist

Definition

Under direction, to perform geological work of average difficulty, and to do other work as required.

Examples of Duties

Prepares geological mapping and prospecting plans; works as a member of a geological team; supervises Geological Laboratory Technicians in analyzing and taking various soil samples; prepares reports and correspondence.

Qualification Standards

Knowledge of: principles and practices of geology; geological surveying, mapping and recording methods; application of geology to problems in the mineral industry and geological field investigations; and

Ability to: perform professional geological studies; do geological surveying and mapping; communicate both orally and in written form; prepare clear and concise reports; develop and maintain harmonious working relations; and

Education: graduation from an accredited university with a degree in geology; and

Experience: none required.

Senior Geologist

Definition

Under direction, to supervise and perform highly complex and difficult professional geological mapping and prospecting activities; and to do other work as required.

Examples of Duties

Supervises geological mapping and prospecting teams; lays out and assigns work to members of the teams; supervises the taking of samples; directs the performance of field tests; carries out independently the more complex and difficult professional geological studies; prepares reports and correspondence.

Qualification Standards

Knowledge of: principles and practices of geology; geological surveying, mapping and recording methods; application of geology to problems in the mineral industry and geological field investigations; principles and practices of supervision; and

Ability to: supervise the work of geological surveying and mapping teams; plan and perform complex and difficult professional geological studies; supervise staff; communicate effectively both orally and in writing; analyze situations accurately and take effective action; work harmoniously with others; prepare clear and comprehensive reports; and

Education: graduation from an accredited university with a degree in geology; and

Experience: one year in the Civil Service of Liberia performing the work of a Geologist or three years of professional geological experience. (Possession of a Master's Degree in Geology may be substituted for one year of the general professional geological experience.)

Principal Geologist

Definition

Under direction, to plan, organize and direct the Liberian Geological Survey; and to do other work as required.

Examples of Duties

Plans, organizes, coordinates and directs the National Geological Survey; acts as a consultant to the Minister on geological matters; represents the Ministry on matters of a geo-technical nature; assesses the effectiveness of geological programs; conducts applied research; reviews work progress and passes on difficult problems; assigns priorities, sets goals and evaluates performance; directs staff development activities; prepares reports and correspondence.

Qualification Standards

Knowledge of: principles and practices of geology; geological surveying, mapping and recording methods; application of geology to problems in the mineral industry and geological field investigations; principles and practices of management; and

Ability to: plan, organize and direct the work of the Liberian Geological Survey; organize and carry out independent geologic studies; plan, organize and direct the work of a professional staff; communicate effectively both orally and in writing; analyze situations accurately and take effective action; work harmoniously with others; prepare clear and comprehensive reports; and

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Education: possession of a Master's Degree in Geology from an accredited university; and

Experience: three years in the Civil Service of Liberia, including two years performing the work of a Senior Geologist or four years of professional geological experience.

Or II

Education: graduation from an accredited university with a degree in geology; and

Experience: six years in the Civil Service of Liberia, including three years performing the work of a Senior Geologist.

Drafting Apprentice

Definition

Under close supervision, to learn and do simple, routine drafting; and to do other work as required.

Examples of Duties

Works as an aid to a higher level draftsman; makes simple drawings and tracings in pencil or ink; makes corrections on drawings as directed; assists in checking dimensions; makes arithmetical calculations; does lettering.

Qualification Standards

Knowledge of: drafting methods and equipment; arithmetic; and

Ability to: read and write English; do simple computations; do simple drafting work; follow directions; work harmoniously with others; and

Education: equivalent to completion of the twelfth grade; and

Experience: none required.

Junior Draftsman

Definition

Under supervision, to do more difficult, nonprofessional drafting work; and to do other work as required.

Examples of Duties

Does the more difficult, nonprofessional drafting work such as original construction drawings involving plans, details, elevation, and mechanical or electrical installation; makes tracings on drafting cloth with ink; traces details in pencil; does lettering and cross-hitching; indicates buildings on plot plans; makes charts, maps, diagrams; does elementary computations.

Qualification Standards

Knowledge of: drafting procedures and equipment; simple engineering mathematics, algebra and geometry and their application to architecture and engineering; and

Ability to: read and write English; do neat and accurate drafting work; make accurate computations; follow oral and written directions; work harmoniously with others; and

Education: equivalent to completion of the twelfth grade; and

Experience: one year of drafting experience. (Completion of a standard course in drafting may be substituted for the required experience.)

Draftsman

Definition

Under supervision, to perform skilled drafting work; and to do other work as required.

Examples of Duties

Performs coloring and drafting operations; prepares charts, lettering and title work; draws, inks, traces, checks and keeps up to date a variety of maps, construction work maps, details, cross-sections, profiles, and diagrams; checks field survey notes and verbal instructions; may train and review the work of less experienced employees.

Qualification Standards

Knowledge of: drafting materials, methods, techniques and equipment; simple engineering mathematics, algebra and geometry and their application to architecture and engineering; and

Ability to: read and write English; do neat and accurate drafting work; make accurate computations; follow oral and written directions; work harmoniously with others; and

Education: equivalent to completion of the twelfth grade; and

Experience: one year in the Civil Service of Liberia performing the work of a Junior Draftsman.

Senior Draftsman

Definition

Under supervision, to supervise the performance of skilled drafting work; to independently perform highly specialized and complex drafting work; and to do other work as required.

Examples of Duties

Supervises the preparation of layouts, maps, sketches, charts, the coloring of maps, lettering and title work; schedules the work of and instructs draftsmen in drafting methods and techniques; makes and supervises the making of engineering calculations and plots from field notes; independently does drafting work of a highly specialized and complex nature requiring superior skill, initiative and accuracy.

Qualification Standards

Knowledge of: drafting materials, methods, techniques and equipment; simple engineering mathematics; principles and practices of supervision; and

Ability to: supervise the performance of skilled drafting work; make accurate engineering calculations; check and plot from field notes; work independently and complete difficult assignments; follow directions; work harmoniously with others; and

Education: equivalent to completion of the twelfth grade; and

Experience: one year in the Civil Service of Liberia performing the work of a Draftsman.

Staff Nurse I

Definition

Under general supervision, to provide general nursing care to patients in a government hospital, health center or health clinic; to assist in planning and evaluating patient needs; and to do other duties as required.

Examples of Duties

Provides nursing care to hospital or health facility patients - administers medications, gives inoculations, vaccinations and other treatments; observes patient progress, charts information on vital signs and records reactions to medications and treatments; reports problems to the Director of Nursing or Shift Supervisor; assists in planning and evaluating patient needs; prepares patients for surgical and/or diagnostic procedures; sets up, operates and monitors specialized equipment such as cardiac monitors, respirators, defibrillators, etc.; administers oxygen, I.V. infusions, blood transfusions and other specialized therapy; provides health education to hospital staff, school students, and patients, supervises Midwives, Pre-registered Nurses, Student Aids, Nurses Aid, etc.

May serve as a shift supervisor of a small unit if a Nurse is not available, or have a supervisory role as the leader of a Health Team.

In a health facility, in addition to regular nursing care duties, may also perform duties similar to those of a Physician Assistant - be responsible for health care and health education programs of the facility, diagnose minor illnesses and provide treatments; conduct health education programs, visit villages for case finding and follow-up, vaccinations and preventive measures for communicable diseases; and refers complicated medical cases to the hospital.

Qualification Standards

Knowledge of: first aid methods; medical terminology; hospital routine and equipment; professional nursing care principles and practices; and

Ability to: apply nursing techniques; observe and record symptoms; keep records and reports; gain the interest, respect and cooperation of patients; supervise and guide less experienced nursing care staff; and

Education: graduation from an accredited school of nursing; and possession of a Professional Registered Nurses license issued by the Liberian Board of Nursing and Midwifery; and

Experience: none required.

Staff Nurse II

Definition

Under general direction, to be responsible for the overall supervision of an assigned nursing unit (as a charge or head Nurse); or to perform the more difficult, specialized and technical nursing work in a government hospital health center or clinic or to do other duties as required.

Examples of Duties

Supervises and plans the daily activities of an assigned nursing unit; assigns specific patients and/or duties to nursing personnel in the unit; makes daily rounds with the doctors and sees that the doctor's orders are correctly carried out; assists in the development of individual patient care plans; supervises; trains and evaluates the performance of Staff Nurses, Student Nurses, Nurses Aids and other assigned nursing personnel; participates in in-service education programs; conducts staff meetings and patient-care conferences.

May perform professional nursing duties in complicated or difficult situations; provides nursing care to critically ill patients; performs such medical procedures as catheterizations, nasal and pharyngeal suction, external cardiac massage, respirators, etc.; diagnoses and prescribes for routine diseases seen in Liberia; administers medications as prescribed by physicians; observes patients' conditions, initiates specialized procedures and reports unusual problems to the Supervising Nurse or a Physician; makes daily/monthly reports and keeps records.

Qualification Standards

Knowledge of: first aid methods; medical terminology; hospital routine and equipment; professional nursing care principles and practices; and principles and practices of effective supervision in a hospital setting; and

Ability to: apply nursing techniques; observe and record symptoms; keep records and make reports; gain the interest, respect and cooperation of patients; plan, organize, supervise the work of nursing care staff; and

Education: graduation from an accredited school of nursing; and possession of a Professional Registered Nurses license issued by the Liberian Board of Nursing and Midwifery; and

Experience: two years of professional nursing experience.

Supervising Nurse

Definition

Under direction of the Director of Nursing Services, to plan, assign and supervise the work of the nursing staff of several wards; and to do other work as required.

Examples of Duties

Plans, assigns and directs the work of a large staff of Nurses and Attendants and passes upon problems arising in connection with their work; guides, records and evaluates the performance of Nurses, other nursing personnel and students; makes the rounds of wards with Doctors; supervises the administration of medication and hospital treatments prescribed for patients; reviews clinical records and bedside charts and observes special cases; supervises the distribution of narcotics and medicines; inspects wards for neatness and cleanliness; reviews inventories of supplies and equipment and orders needed material; supervises the serving of meals and feeding of patients; participates in educational programs for nursing personnel; prepares and submits reports.

Qualification Standards

Knowledge of: nursing principles, methods and procedures; medical terminology and hospital routine and equipment; uses and effects of narcotics and medicines; principles and practices of supervision; and

Ability to: supervise the work of a nursing staff; apply nursing principles and procedures; plan and conduct training programs; estimate supply needs; keep records and make reports; work cooperatively with others; and

Education: graduation from an accredited school of nursing; and possessor of a Professional Registered Nurse's License issued by the Liberian Board for Nursing and Midwifery; and

Experience: three years of professional nursing experience.

Public Health Nurse

Definition

Under direction, to plan and provide public health nursing services; and to do other work as required.

Examples of Duties

Provides public health nursing services to the residents of an assigned area; performs public health nursing activities in connection with the promotion of maternal and child health and the rehabilitation of crippled or handicapped persons; plans and organizes crippled children's diagnostic services; carries on the work of safeguarding the health of children and works with Physicians and others to establish and carry on prenatal clinics and child health conferences; assists with the prevention and control of communicable diseases, such as tuberculosis, by carrying out epidemiological investigations and by giving instructions for the application of procedures designed to prevent the spread of communicable diseases; provides health education services; speaks to groups regarding public health issues; keeps records and prepares reports.

Qualification Standards

Knowledge of: principles and practices of public health nursing, preventive medicine and sanitation; causes and means of transmission and methods of control of communicable diseases; child growth and development; pre and postnatal care; and

Ability to: exercise independent judgment and carry out public health nursing activities; assist in the solution of public health problems; provide leadership in community health programs; work harmoniously with others; secure the support and cooperation of residents to initiate and carry out public health practices and procedures; speak and write effectively; and

Education: graduation from an accredited school of nursing (preferably with training in public health nursing); and possession of a Professional Registered Nurse's License issued by the Liberian Board for Nursing and Midwifery; and

Experience: none required.

Director of Nursing Services

Definition

Under direction of the Medical Director, to act as the chief administrative Nurse in a hospital with **responsibility** for the organization and administration of nursing services; and to do other work as required.

Examples of Duties

Plans, assigns and directs hospital nursing services and passes upon administrative and operational problems in the performance of these services; coordinates all nursing services activities with other hospital activities and keeps the Medical Director and other appropriate officials informed; determines the kind and amount of nursing services needed to achieve the objectives of the hospital; analyzes and evaluates nursing care; participates in guidance and educational programs for nursing personnel; makes inspections of the hospital to insure compliance with general nursing routine and standards of cleanliness and sanitation; accompanies Physicians during ward rounds and insures that all special instructions are carried out; deals with minor complaints of patients and staff; is responsible for drawing up rosters, making recommendations for training, scholarships, increments, promotions and leaves for nursing staff; checks on cleanliness and punctuality of nursing staff; plans for the allocation and utilization of space and equipment; assists in planning the nursing services budget; evaluates the performance of all nursing services personnel and reports findings to the Director of Nursing Services, R.L., coordinates nursing services at clinics, health centers and health posts in the hospital service area; prepares reports and correspondence.

Qualification Standards

Knowledge of: nursing principles, methods and procedures; hospital routine, supplies and equipment; administration, management and supervision principles and practices; medical terminology; uses and effects of narcotics and medicines; training methods; and

Ability to: administer a hospital nursing services program; plan and direct training and orientation programs; analyze situations accurately and take effective action; work harmoniously with others; communicate effectively both orally and in writing; keep records and make reports; estimate hospital supply and equipment needs; evaluate staff and program performance; and

Education: graduation from an accredited school of nursing; and possession of a Professional Registered Nurse's License issued by the Liberian Board for Nursing and Midwifery; and

Experience: five years of professional nursing experience including at least three years of supervisory experience.

Traditional Midwife

Definition

Under direct supervision, to carry out normal baby deliveries in clinics, hospitals or homes; and to do other duties as required.

Examples of Duties

Provides health care training to expectant mothers on such topics as diet, cleanliness and baby care; performs normal baby deliveries; refers patients with problems to proper medical personnel; assists in preparing or cleaning health facilities; assists in infant care check-ups; may go to villages to encourage people to come to government health facilities either for health treatment or after giving birth for follow-up checks, to give educational instruction, or delivery; may serve as an interpreter when possible and necessary.

Qualification Standards

Knowledge of: routine prenatal care and child birth procedures; infant diet and health needs; services available at clinics or other health facilities; and

Ability to: relate well with expectant mothers; perform routine baby deliveries; identify unusual prenatal conditions; and provide instructions to expectant and recent mothers; and

Education: no specific educational level is required; however, incumbents must have completed an Empirical Midwifery Training Program given by an approved Ministry of Health Facility; and

Experience: two years of midwifery experience in a village setting.

It is also desirable that incumbents come from the local area and speak the indigenous language.

Nurse Aid

Definition

Under close supervision, to do the routine work involved in providing bedside care to patients at a Hospital Health Post or Health Center; to provide assistance to Physician Assistants and other health personnel as directed; and to do other duties as required.

Examples of Duties

In a hospital, checks hospital room equipment and the neatness and cleanliness of patient areas; gives personal hygiene to patients including baths and shampoos; takes and records temperatures; prepares patients for meal times and assists in feeding; prepares patients for examinations; gives bedpans and urinals; answers call lights and call bells; and delivers messages; assists patients to walk or move; and does other routine hospital work as required.

In a health post or health center, does routine cleaning, such as sweeping and mopping; under close observation dispenses medications and gives injections for such illnesses as malaria, chicken pox or cholera; washes wounds and applies bandages; visits villages to help with inoculations and health education programs; and serves as a translator between patients, villagers and health facility staff.

Qualification Standards

Ability to: read and write; learn accepted first aid methods; get along with patients and other nursing personnel; follow oral directions; learn and develop skills in the routine hospital procedures of bathing, feeding, making beds, cleaning rooms and caring for patients; and

Special Personal Characteristics: willingness to follow instructions; cheerfulness; patience; willingness to perform routine, repetitive tasks; and

Education: equivalent to completion of the eighth grade. (Work experience in a health setting may be substituted for the required education on a year-for-year basis.); and

Experience: work experience is not required. Employees will be given on-the-job training.

Graduate Midwife

Definition

Under direct supervision of a Registered Nurse or Certified Midwife, to assist in carrying out baby deliveries in clinics, hospitals or homes; and to do other duties as required.

Distinguishing Characteristics

Incumbents must have graduated from a recognized Midwifery Training Program and must have applied for licensure by the Liberian Board for Nursing and Midwifery. All appointments to this class are made on a temporary basis. Incumbents are required to become licensed with the Board within 1 year after their initial appointment to this class, and failure to do so will result in the termination of the appointment.

Examples of Duties

Provides health care training and education to expectant mothers on such topics as diet, cleanliness and baby care; performs prenatal check-ups; takes blood pressure, weight and listens to heart beat; performs normal baby deliveries; refers patients with complications to proper medical personnel; assists in preparing or cleaning health facilities; performs postnatal checks and assists in infant care check-ups; may go to villages to encourage people to come to government health facilities, give educational instructions, or delivery; may serve as an interpreter when possible and necessary.

Qualification Standards

Knowledge of: prenatal care and child birth procedures; infant diet and health needs; services available at clinics or other health facilities; and

Ability to: relate well with expectant mothers; perform routine baby deliveries; identify unusual prenatal conditions; and provide instructions to expectant and recent mothers; and

Education: equivalent to completion of the 10th grade; and possession of a valid Midwifery Training Certificate; and

Experience: none required.

Certified Midwife

Definition

Under general supervision, to carry out baby deliveries in clinics, hospitals or homes and provide assistance to expectant mothers, hospital or health facilities staff; and to do other duties as required.

Distinguishing Characteristics

A Certified Midwife is distinguished from a Traditional Midwife by formal education and the difficulty and complexity of assigned duties. Certified Midwives perform prenatal and postnatal check-ups, perform more difficult baby deliveries, provide direction or guidance to Traditional Midwives, and maintain simple records.

Examples of Duties

Provides health care training and education to expectant mothers on such topics as diet, cleanliness and baby care; performs prenatal check-ups - takes blood pressure, weight and listens to heart beat; performs normal baby deliveries; refers patients with complications to proper medical personnel; assists in preparing or cleaning health facilities; performs postnatal checks and assists in infant care check-ups; may go to villages to encourage people to come to government health facilities, give educational instruction, or deliver; may serve as an interpreter when possible and necessary.

May provide general supervision to Traditional Midwives, administer vaccines to babies, or be responsible for the health care and health education programs of a small health post.

Qualification Standards

Knowledge of: prenatal care and child birth procedures; infant diet and health needs; services available at clinics or other health facilities; and

Ability to: relate well with expectant mothers; perform routine baby deliveries; identify unusual prenatal conditions; and provide instructions to expectant and recent mothers; and

Education: equivalent to completion of the 10th grade; and possession of a valid Midwifery Training Certificate obtained through completion of a recognized Midwifery Training Program; and

Experience: possession of a valid Certified Midwife's License issued from the Liberian Board for Nursing and Midwifery.

Practical Nurse

Definition

Under the supervision of a Professional Nurse, to assist in providing care to physically ill patients in a hospital, health center or health post; to provide assistance to Physician Assistants and others as directed; and to do other work as required.

Examples of Duties

Gives complete physical care to patients including complete bath, care of hair, oral hygiene and back care; gives and removes bed pans and urinals; gives simple enemas; gives perineal care; applies hot water baths and hot or cold compresses; checks vital signs; assists patients in turning or moving in bed or to a chair, stretcher, etc.; gives breast care; applies simple dressings; makes beds; carries trays and feeds patients; cares for equipment in use in patients' rooms; collects specimens; assists with examinations; performs simple bladder irrigations; releases catheter from bladder drainage and reports abnormal drainage; gives pre- and post-operative care; tests urine; starts and discontinues I.V.s; prepares bodies for morgue; aspirates patients (except tracheotomy patients); gives douches; inserts nonmedical suppositories, irrigates levine tubes (except for gastrointestinal surgical patients); takes charge of unit when necessary; and makes end of shift reports.

Qualification Standards

Knowledge of: fundamentals of nursing care; general nursing procedures and techniques used with physically ill patients; techniques of caring for immobile patients; medical terminology; hospital, health center, clinic and health post routine and equipment; medicines; and

Ability to: apply nursing techniques; observe and report symptoms and behavior; keep records and prepare reports; gain the interest, respect and cooperation of patients; follow directions; work harmoniously with others; and

Special Personal Characteristics: aptitude for working with ill patients; patience; tact; alertness; concern for patients' physical and environmental care; and

Education: graduation from an accredited school of practical nursing; and possession of a valid Practical Nurse's License; and

Experience: none required.

Laboratory Assistant

Definition

Under close supervision, to perform nontechnical laboratory procedures in preparing laboratory specimens, materials and equipment; and to do other work as required.

Examples of Duties

Following detailed procedures, collects and disposes of laboratory waste material; assists with the decontamination of laboratory wastes and materials and the sterilization of laboratory materials and equipment; assists in the distribution of laboratory glassware, instruments and other materials in the laboratory; cleans laboratory benches and other work surfaces; prepares simple solutions used for cleaning laboratory materials.

Qualification Standards

Ability to: read and write English; follow directions; clean and care for laboratory equipment; learn elementary laboratory methods and procedures; work harmoniously with others; and

Education: equivalent to completion of the eighth grade; and

Experience: none required.

Laboratory Technician

Definition

Under general direction, to do routine laboratory work involved in the diagnosis of various diseases; to care for laboratory materials and equipment; and to do other work as required.

Examples of Duties

Prepares culture media; cleans, sterilizes, and assembles laboratory apparatus; prepares bacterial strains; prepares and mounts microscopic specimens; makes blood counts, stool and urine analyses; operates, cleans and maintains the laboratory equipment; maintains a stock inventory where required; and maintains statistical records.

Qualification Standards

Knowledge of: principles and practices of bacteriology and parasitology; techniques, materials and equipment used in the identification of various tropical diseases; and

Skills: in the application of laboratory techniques; and

Ability to: read and follow detailed directions; make laboratory reagents and assemble laboratory apparatus for identification of organisms, parasites, etc.; analyze situations accurately; and

Special characteristics: keenness of observation and normal vision; and

Education: equivalent to completion of the 10th grade; and possession of a valid certificate in laboratory routine obtained through completion of a recognized Laboratory Technical Training Program; and

Experience: no specific experience is required; however, previous work experience in a hospital/medical setting is highly desirable.

Physicians Assistant

Definition

Under general supervision, to be responsible for the health care and health education programs of a health post or center; and to do other duties as required.

Examples of Duties

Provides first aid for medical and surgical emergencies; diagnoses and treats diseases such as malaria, diarrhea, dysentery and measles by prescribing drugs and giving vaccinations; performs deliveries of normal births when a Midwife is not present; conducts simple laboratory analysis; conducts health education programs in the clinic, in local schools and in villages on such subjects as nutrition, sanitation, prenatal care, personal hygiene, and preventive measures for communicable diseases; performs simple administrative work, record keeping, care and management of equipment and supplies and maintains vital statistics; visits villages for case finding and follow-up, vaccinations and preventive measures for communicable diseases; refers complicated medical cases requiring professional medical attention to the nearest county hospital.

Qualification Standards

Knowledge of: accepted first aid methods; basic medical care principles and techniques; symptoms and treatments for minor diseases; medical terminology; principles of nutrition, prenatal care, personal hygiene and preventive measures for communicable diseases; and

Ability to: identify and treat simple medical problems, and refer more difficult problems to professional medical personnel; teach health education subjects; keep records and prepare reports; gain the interest, cooperation and respect of patients, villagers, staff and others contacted during the course of work; and

Education: equivalent to completion of the twelfth grade; and possession of a valid Medical Assistant Training Certificate obtained from a recognized medical training program; and

Experience: none required.

Physicians Assistant Supervisor

Definition

Under general supervision, to either be responsible for the health care and health education programs of a health center or supervise the activities of 4 to 6 health posts; and to do other duties as required.

Examples of Duties

At a health center, supervises the overall medical services program, plans and organizes the program and makes work assignments; personally provides first aid for medical and surgical emergencies; diagnoses and treats diseases such as malaria, diarrhea, dysentery and measles by prescribing drugs and giving vaccinations; performs deliveries of normal births when a Midwife is not present; conducts simple laboratory analysis; conducts health education programs in the clinic, in local schools and in villages on such subjects as nutrition, sanitation, prenatal care, personal hygiene, and preventive measures for communicable diseases; performs administrative work, record keeping, care and management of equipment and supplies and maintains vital statistics; visits villages for case finding and follow-up, vaccinations and preventive measures for communicable diseases; refers complicated medical cases requiring professional medical attention to the nearest county hospital.

As the supervisor of several health posts, provides day-to-day administrative direction and supervision by traveling to each post; trains health post staff and evaluates work performance; reviews health care services, identifies equipment, staffing and/or program needs and helps to obtain necessary items; assists in handling difficult problems; collects monthly statistical reports and forwards them to the Ministry of Health; may provide emergency transportation to a hospital for patients with complicated problems.

Qualification Standards

Knowledge of: accepted first aid methods; basic medical care principles and techniques; symptoms and treatments for minor diseases; medical terminology; principles of nutrition, prenatal care, personal hygiene and preventive measures for communicable diseases; and principles and practices of effective supervision in a rural health facility setting; and

Ability to: identify and treat simple medical problems, and refer more difficult problems to professional medical personnel; teach health education subjects; keep records and prepare reports; gain the interest,

cooperation and respect of patients, villagers, staff and others contacted during the course of work; and provide supervision and guidance to other health workers in remote settings; and

Education: equivalent to completion of the twelfth grade; and possession of a valid Medical Assistant Training Certificate obtained from a recognized medical training program; and

Experience: at least one year of practical health care experience, and demonstration of exceptional ability in this field.

Assistant Fiscal Officer

Definition

Under general supervision, to perform business and fiscal services of average difficulty; and to do other work as required.

Examples of Duties

Disburses government payroll and other miscellaneous checks for the payment of government bills; receives funds paid to government in the form of license and other fees; assists in the preparation and management of a budget; maintains accounts and fiscal documents; maintains an accurate record of all disbursements and receipts; makes internal audits; bills and collects for government services rendered; initiates purchase estimates, supply orders, subpurchase orders, and expedites delivery; authorizes expenditures within specified limits; secures bids and prepares contracts for equipment and services; advises field personnel on business management and fiscal policies and procedures within his scope of authority; may supervise the agency's motor vehicle operations; trains personnel in essential budgeting and fiscal control techniques; may supervise lower level personnel working in business and fiscal operations.

Qualification Standards

Knowledge of: principles and practices of business management and financial record keeping; principles of supervision; and

Ability to: keep accurate records; learn and apply the laws, rules and policies of government financial and business transactions; speak and write effectively; plan and direct the work of others; analyze situations accurately and take effective action; and

Education: graduation from an accredited university with a major in business, economics, or a closely related field; and

Experience: none required.

Fiscal Officer

Definition

Under general direction, to supervise business and fiscal services as either (1) an assistant head of a business and fiscal services section in an organization having a large, complex business and fiscal program, or (2) as the head of the business and fiscal activities for an entire organization having a medium sized, less complex business and fiscal program; and to do other work as required.

Examples of Duties

Supervises a major portion of the government's payroll and miscellaneous payments disbursements system; supervises subordinate personnel involved in receipt of taxes and other government fees; supervises subordinate staff engaged in maintaining agency's accounts and other fiscal documents and in making internal audits; prepares and manages an agency's budget; controls expenditures and receipts of government funds within established authority; directs agency's entire business management activities such as space facilities management, control of supplies, equipment, and motor vehicle operations and other related activities; trains personnel in essential budgetary and fiscal control techniques; and evaluates the performance of subordinates.

Qualifications Standards

Knowledge of: principles and practices of business and fiscal management; budgeting, personnel, and management techniques; and

Ability to: plan and supervise the work of a specific government program; analyze situations and problems accurately and take effective action; speak and write effectively; and

Education: graduation from an accredited university with a major in business, economics, or a closely related field; and

Experience: one year in the Civil Service of Liberia performing work of an Assistant Fiscal Officer or two years of responsible experience in duties supervising the control and administration of fiscal and business activities. (Possession of a Master's Degree in Business, Economics or a closely related field from an accredited university may be substituted for the required experience.)

Senior Fiscal Officer

Definition

Under general direction, to plan, organize and direct the operations of a major business and fiscal services section in a ministry or other organization having a large, complex business and fiscal program; and to do other work as required.

Examples of Duties

Supervises the government's payroll and miscellaneous payments disbursement system; supervises the collection of funds in the form of license or other fees paid to the government; directs a staff engaged in maintaining government agency accounts and other fiscal documents, and in making internal audits; prepares and manages an agency's budget; controls expenditures and receipts of government funds within established authority; directs an agency's entire business management activities such as space facilities management, control of supplies, equipment, and motor vehicle operations and other related activities; trains personnel in essential budgetary and fiscal control techniques; and evaluates the performance of subordinates.

Qualification Standards

Knowledge of: principles and practices of business and fiscal management; budgeting; personnel management; and

Ability to: plan, organize and direct the work of a complex and widely dispersed governmental program; analyze situations and problems accurately and take effective action; speak and write effectively; and

Education: graduation from an accredited university with a major in business, economics, or a closely related field; and

Experience: one year in the Civil Service of Liberia performing work of a Fiscal Officer or three years of progressively responsible experience in supervising the control and administration of fiscal and business activities. (Possession of a Master's Degree in Business, Economics, or a closely related field from an accredited university may be substituted for two years of the general experience.)

Principal Fiscal Officer

Definition

Under general direction, to plan, supervise and direct the entire business and fiscal operation in a ministry; and to do other work as required.

Examples of Duties

Plans, organizes and supervises the government's payroll, disbursement and collection of funds paid to the government; reviews and supervises the management of the agency's budget; supervises an agency's entire business management activities; trains new employees and evaluates their performance; prepares correspondence and a wide variety of complex reports.

Qualification Standards

Knowledge of: principles and practices of business and fiscal management; personnel management; and principles of supervision; and

Ability to: plan and direct the work of a highly complex program; interpret and apply legal and administrative concepts to business and fiscal activities; train and supervise technical and clerical subordinates; prepare comprehensive business and fiscal reports; speak and write effectively; and

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Education: possession of a Doctorate Degree in Business, Economics, or a closely related field from an accredited university; and

Experience: one year in the Civil Service of Liberia performing the duties of a Senior Fiscal Officer or two years of professional experience in administration.

Or II

Education: possession of a Master's Degree in Business, Economics, or a closely related field from an accredited university; and

Experience: three years of experience in the Civil Service of Liberia, including two years performing the duties of a Senior Fiscal Officer or four years of professional level experience in administration.

Or III

Education: possession of a Bachelor degree from an accredited university with a major in business, economics, or a closely related field; and

Experience: at least six years of experience in the Civil Service of Liberia, including three years performing the duties of a Senior Fiscal Officer.

Assistant Revenue Officer

Definition

Under supervision, to enforce tax, licensing or other laws to insure compliance with the Republic of Liberia tax laws; to assist the public in complying with the laws; to collect delinquent taxes; and to do other work as required.

Examples of Duties

Enforces tax, licensing and other laws concerning internal revenue, customs, or other related tax work; personally contacts taxpayers; demands payment in connection with cases; determines ability to pay by analyzing taxpayer's financial condition using financial statements; recommends alternate methods of payment; when necessary recommends use of legal action to enforce collection; files warrants with the appropriate court; contacts nonfilers of tax forms, obtains tax forms and collects any tax due; assists the taxpayer in completing required forms or directs him to obtain the services of a qualified accountant; applies the provisions of the tax laws in assessing penalties and interest; explains the legality of the tax assessments; in appropriate situations may recommend fraud investigation; and maintains appropriate records regarding his activities.

Qualification Standards

Knowledge of: interviewing techniques; methods used by violators in evading tax liability; commercial law and business practices; financial record keeping; investigation techniques and sources of information used in locating persons; methods used and remedies available for the collection of taxes; rules of evidence, preparation of evidence and court procedures; and

Ability to: learn, interpret and apply provisions of the tax laws, rules and policies with good judgment; read and write English at a level required for successful job performance; analyze situations accurately and take effective action; deal with citizens and public officials under conditions requiring the utmost in tact and good judgment; speak effectively and write in a clear, concise manner; and

Education: graduation from an accredited university with a specialization in business, economics, or other closely related field (experience performing work of a Tax Representative may be substituted for the required education on the basis of two years of experience for one year of education); and

Experience: none required.

Revenue Officer

Definition

Under general direction, to plan and conduct complex audits and investigations of suspected fraudulent evasions of the income and other tax laws; to obtain and present facts and evidence to support prosecution; and to do other work as required.

Examples of Duties

Plans and conducts audits and investigations to detect or verify suspected violations of the personal income tax, corporation income tax and customs, excise and other tax laws; analyzes complex business transactions; locates and examines assets and liabilities; gathers, assembles, preserves and reports facts and evidence concerning violations, makes recommendations concerning the prosecution of cases, assists prosecuting attorneys in the preparation of cases, and appears as a witness; interviews and interrogates accused persons, witnesses and others; analyzes and evaluates testimony; may supervise other personnel assigned to individual cases; prepares correspondence and reports relating to investigations made.

Qualification Standards

Knowledge of: investigative techniques and procedures; accounting and auditing principles and procedures; provisions of the tax laws, and rules, legal opinions and court decisions relating to these laws, and methods used in attempting to evade income, excise, customs and other tax laws and ability to detect such evasions; laws of arrest, rules of evidence and court procedures; and

Ability to: analyze situations accurately, apply specialized knowledges and adopt an effective course of action; gather, analyze, evaluate and present facts and evidence and make recommendations; maintain cooperative relations with other government agencies and others contacted during the course of work; prepare reports; speak and write effectively; and

Education: graduation from an accredited university with a specialization in business, economics or a closely related field; and

Experience: one year in the Civil Service of Liberia performing the work of an Assistant Revenue Officer, or two years experience as the credit manager, loan officer, or field investigator for a financial institution, as the owner or manager of a business, with at least three

full-time employees, involving broad public or customs contacts.
(Possession of a Master's Degree in Business, Economics or a closely
related field from an accredited university may be substituted for the
required experience.)

Senior Revenue Officer

Definition

Under general direction, to plan, organize and direct a substantial portion of the Government's tax compliance programs in either collections, investigations, audits, licensing, or other miscellaneous tax activities; and to do other work as required.

Examples of Duties

Enforces tax, licensing and other laws concerning income tax, customs tax, and other related tax work; supervises staff performing investigations and reviews their work; plans and conducts audits and investigations to detect or verify suspected violations of the tax laws; analyzes complex business transactions; locates and examines assets and liabilities; gathers, assembles, preserves, and reports facts and evidence concerning violations, makes recommendations concerning the prosecution of cases; assists prosecution attorneys in the preparation of cases and appears as a witness; interviews, interrogates accused persons, witnesses, and others; supervises staff involved in analysis and collection of tax liabilities; prepares correspondence and reports relating to investigations made; confers with superior officers on matters of policy.

Qualification Standards

Knowledge of: commercial law and business practices; investigative techniques and procedures; principles and techniques of personnel management and supervision; accounting and auditing principles and procedures; provisions of the Republic of Liberia tax laws and rules, legal opinion and court decisions relating to these laws; methods used in attempting to evade income, customs, or other tax laws; methods used and remedies available for the collection of taxes; and

Ability to: detect tax evasions; analyze situations accurately; apply specialized knowledges and adopt an effective course of action; gather; analyze, evaluate, and present facts and evidence and make recommendations; maintain cooperative relations with persons contacted during the course of work; prepare reports; speak and write effectively; plan and supervise the work of others; perform duties without close supervision; take independent action without guidelines; and

Education: graduation from an accredited university with a specialization in business, economics or a closely related field; and

Experience: one year in the Civil Service of Liberia performing the work of a Revenue Officer, or three years experience as the credit manager, loan officer or field investigator for a financial institution, or three years experience as a Supervising Fiscal Auditor. (Possession of a Master's Degree in Business, Economics, or a closely related field from an accredited university may be substituted for two years of the general experience requirement.)

Principal Revenue Officer

Definition

Under general direction, to plan, organize and direct one of the Government's major tax programs at a bureau or divisional level; and to do other work as required.

Examples of Duties

Manages a program of income and excise tax, real estate tax, customs tax, maritime affairs or other program of comparable scope; develops and recommends policies and procedures to effectively carry out a program; assigns and reviews work personally and through subordinate personnel; trains employees and evaluates work performance; prepares correspondence and reports.

Qualification Standards

Knowledge of: commercial law and business practices; investigative techniques and procedures; principles and techniques of personnel management and supervision; accounting and auditing principles and procedures; provisions of the Republic of Liberia tax laws and rules, legal opinions and court decisions relating to these laws; methods used in attempting to evade income, customs, or other tax laws; methods used and remedies available for the collection of taxes; and

Ability to: plan and direct the work of a complex program; interpret and apply administrative concepts; detect tax evasions; analyze situations and problems accurately and take effective action; prepare reports; speak and write effectively; and

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Education: possession of a Doctorate Degree in Business, Economics, or a closely related field from an accredited university; and

Experience: one year performing the work of a Senior Revenue Officer, or two years of progressively responsible experience in managing a fiscal accounting, auditing or investigative program.

Or II

Education: possession of a Master's Degree in Business, Economics, or a closely related field from an accredited university; and

Experience: three years of experience in the Civil Service of Liberia, including two years performing the work of a Senior Revenue Officer, or four years of progressively responsible experience in managing a fiscal accounting, auditing, or investigative program.

Or III

Education: possession of a Bachelor Degree in Business, Economics or a closely related field from an accredited university; and

Experience: at least six years of experience in the Civil Service of Liberia, including three years performing the duties of a Senior Revenue Officer.

Accounting Technician

Definition

Under supervision to perform subprofessional accounting work required in the maintenance of fiscal records; to guide the work of a small group of employees in the maintenance of fiscal records; and to do other work as required.

Distinguishing Characteristics

The class of Accounting Technician includes such assignments as the maintenance of general ledger and budgetary control accounts, the maintenance of a complex revolving fund account, or the supervision of a small group of employees engaged in the maintenance of subsidiary accounts. Such duties as the preparation of purchase requisitions, the keeping of property inventory records, and the making of arithmetical computations and tabulations are considered of a clerical nature and such duties alone do not constitute work typical of this class, although they may be performed by incumbents along with account-keeping functions.

Examples of Duties

Maintains bookkeeping and accounting control records; makes journal entries; posts to general ledger and subsidiary ledgers; makes the more difficult adjusting entries required in correcting discrepancies; prepares trial balances; closes and balances accounts, makes bank reconciliations; reviews budgetary and other fiscal documents for accuracy, completeness and conformity to rules, regulations, and laws; compiles data for budget preparation purposes; prepares financial statements, reports, and documents; prepares correspondence; reviews the work of others for accuracy and completeness.

Qualification Standards

Knowledge of: principles and practices of financial record keeping; basic principles of accounting; governmental account principles and procedures; and

Ability to: operate common office machines used in financial record-keeping work and make arithmetical computations rapidly and accurately; apply rules and regulations to specific cases; analyze data and draw logical conclusions; and

Education: completion of the twelfth grade and completion of at least 15 semester hours of an accounting curriculum given by a recognized residence or correspondence school.

Or II

Education: completion of at least nine semester hours of an accounting curriculum. (Experience in addition to that required below in keeping or reviewing accounting or fiscal records may be substituted for the required education on the basis of one year of experience for six semester hours of accounting training); and

Experience: two years of experience in the Civil Service of Liberia in keeping or reviewing accounting or fiscal records, or three years of general clerical experience.

Senior Accounting Technician

Definition

Under direction, to supervise the work of a group of employees performing subprofessional accounting work in the maintenance of fiscal records; and to do other work as required.

Examples of Duties

Supervises the maintenance of bookkeeping and accounts control records; assigns and reviews work of subordinates; trains subordinates in the procedures, rules and laws pertaining to the work; and evaluates the work performance of subordinates.

Qualification Standards

Knowledge of: principles and practices of financial record keeping; principles of accounting including governmental accounting principles and procedures; principles and techniques of supervision; and

Ability to: direct the work of a group of employees; express ideas and give instructions effectively; operate office machines used in financial record keeping and make arithmetical computations rapidly and accurately; apply rules and regulations to specific cases; analyze data and draw logical conclusions; and

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Education: completion of the twelfth grade and completion of at least 15 semester hours of an accounting curriculum given by a recognized residence or correspondence school; and

Experience: one year in the Civil Service of Liberia performing the work of an Accounting Technician.

Or II

Education: completion of at least nine semester hours of an accounting curriculum. (Experience in addition to that required below in keeping or reviewing accounting or fiscal records may be substituted for the required education on the basis of one year of experience for six semester hours of accounting training); and

Experience: three years of experience in the Civil Service of Liberia in keeping or reviewing accounting or fiscal records, including at least one year performing the work of an Accounting Technician.

Accounting Officer

Definition

Under supervision, to perform a variety of complex professional accounting assignments; to prepare financial reports; to supervise the work of others; and to do other work as required.

Distinguishing Characteristics

Incumbents in this class work independently and do not require the technical supervision ordinarily given incumbents in the subprofessional classes. Incumbents in this class typically perform responsible accounting functions relating to a portion of a ministry's fiscal program.

Examples of Duties

Prepares a variety of detailed accounting, statistical and narrative reports; classifies receipts according to funds; collects, disburses and maintains records for trust funds, claims and miscellaneous revenues and accounts; supervises, assigns and reviews the work of a staff preparing ledger entries, reconciliations, trial balances and other fiscal records; trains and evaluates employees, providing recommendations on personnel matters; keeps fiscal records for a section of a ministry with varied accounting functions; examines, verifies, approves and screens fiscal documents such as vouchers, warrants, requisitions, purchase orders, receiving records and invoices; records transactions in subsidiary and general ledgers, and prepares trial balances, reconciliations and work sheets.

Qualification Standards

Knowledge of: the principles and procedures of accounting; governmental accounting and budgeting procedures; office methods; procedures and equipment; the principles of supervision; and

Ability to: prepare and maintain complex accounting records and reports; analyze data in the determination of financial condition; keep accounting and statistical records according to an established system; supervise the work of others; prepare clear and concise reports; and

Education: graduation from an accredited university with a specialization in accounting; and

Experience: none required.

Senior Accounting Officer

Definition

Under direction, to serve either as the assistant head of a large, complex professional accounting program or serve as the head of a less complex program; to perform a variety of professional accounting work; and to do other work as required.

Distinguishing Characteristics

Incumbents in this class are found in two kinds of positions. In a ministry having extensive and varied accounting functions, an incumbent is assigned as the assistant head over a major fiscal program. An example of this type of assignment is the Assistant Chief of the Bureau of General Accounting in the Ministry of Finance. In government organizations with smaller and less complex fiscal activities, incumbents are assigned as the head of the agency's fiscal program.

Examples of Duties

Assists in or plans, organizes, and supervises an accounting program having extensive and varied accounting, auditing, and record-keeping functions; prepares detailed accounting, statistical and narrative reports; classifies receipts according to funds; reviews and analyzes financial reports; supervises directly and through subordinate personnel; establishes procedures for work flow; trains new employees; and prepares correspondence.

Qualification Standards

Knowledge of: the principles and procedures of general and governmental accounting; principles and practices of supervision; and

Ability to: prepare and maintain complex accounting records and reports; interpret and evaluate data in determining financial conditions; interpret and apply legal and administrative concepts to accounting functions; train and supervise professional and subprofessional subordinates; prepare clear and concise accounting reports; speak and write effectively; and

Education: graduation from an accredited university with a specialization in accounting; and

Experience: one year in the Civil Service of Liberia performing the work of an Accounting Officer or three years of full-time professional accounting experience. (Possession of a Master's Degree in Accounting from an accredited university may be substituted for one year of the required experience.)

Principal Accounting Officer

Definition

Under general direction, to plan and supervise technical accounting work for an entire accounting program in a ministry with a complex fiscal record-keeping function; prepares a variety of complex accounting, statistical and narrative reports; and to do other work as required.

Examples of Duties

Plans, organizes, and supervises an accounting program having extensive and varied accounting, auditing, and record-keeping functions; establishes accounting and bookkeeping systems and procedures; prescribes forms for financial records and reports; directs the maintenance of varied financial records; maintains budgetary control and other balances, statistical reports, and balance sheets; reviews and analyzes financial reports; supervises directly and through subordinate professional and clerical personnel; organizes, assigns, and reviews work; establishes procedures for work flow and format; trains new employees and evaluates their performance; prepares a variety of complex periodic and special reports; prepares correspondence.

Qualification Standards

Knowledge of: management principles and practices; principles and procedures of general and governmental accounting; the principles and practices of personnel management, budgeting and supervision; and

Ability to: create an accounting system suitable for specific needs; analytical ability in evaluating accounting and in determining financial condition; interpret and apply legal and administrative concepts to accounting functions; train and supervise technical and clerical subordinates; prepare comprehensive, clear and concise accounting and statistical reports; speak and write effectively; and

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Education: possession of a Doctorate degree with a specialization in accounting from an accredited university; and

Experience: one year in the Civil Service of Liberia performing the duties of a Senior Accounting Officer or two years of professional accounting experience.

Or II

Education: possession of a Master's degree with a specialization in accounting from an accredited university; and

Experience: three years in the Civil Service of Liberia including two years performing the duties of a Senior Accounting Officer or four years of professional accounting experience.

Or III

Education: possession of a Bachelor degree with a specialization in accounting from an accredited university; and

Experience: at least six years of experience in the Civil Service of Liberia, including three years performing the duties of a Senior Accounting Officer.

Tax Representative

Definition

Under supervision, to examine tax forms, customs entries, and related materials; to process tax information; assist taxpayers; and to do other work as required.

Examples of Duties

Examines income tax returns, customs entries and other similar tax documents for mathematical accuracy and completeness of information; advises and assists the taxpayer in completing required forms and in interpreting tax law; determines tax liability; collects tax payments; compiles tax documents for processing and assists in processing; issues receipts and other documents as required; keeps accurate records; and writes reports.

Qualification Standards

Knowledge of: interviewing techniques; simple arithmetic and financial record keeping; methods used and remedies available for the collection of taxes; and

Ability to: read and write English; follow directions; apply rules and regulations to specific cases; make arithmetical computations rapidly and accurately; analyze data and draw logical conclusions; deal with citizens and public officials in a tactful manner; and

Education: equivalent to completion of the twelfth grade; and

Experience: two years of experience in keeping or reviewing financial records, or three years of general clerical experience which involved processing of tax documents. (Education in professional accounting courses may be substituted for the required experience on the basis of three semester hours of credit for six month's work experience.)

Senior Tax Representative

Definition

Under direction, to supervise the work of a group of employees performing subprofessional technical tax compliance work; and to do other work as required.

Examples of Duties

Supervises the examination of tax returns, customs entries and other similar tax forms, the processing of tax forms and the maintenance of master files; supervises the collection of taxes; provides information to taxpayers on provisions of the tax laws within his area of authority; interprets and applies tax laws, rules and regulations within areas of authority; helps to resolve the most difficult tax filing and collection problems; keeps accurate records; writes reports; trains subordinate staff and evaluates their work performance.

Qualification Standards

Knowledge of: interviewing techniques; simple arithmetic and financial record keeping; methods used and remedies available for the collection of taxes; principles and practices of supervision; and

Ability to: read and write English; follow directions; apply rules and regulations to specific cases; make arithmetical calculations quickly and accurately; direct the work of others; analyze data and draw logical conclusions; write effectively; and

Education: equivalent to completion of the twelfth grade; and

Experience: one year in the Civil Service of Liberia performing the work of Tax Representative, or two years experience in other technical tax compliance work. (Completion of two years of course work from an accredited university may be substituted for the required experience.)

Junior Real Estate Appraiser

Definition

Under supervision, in a learning capacity, to perform the more routine office and field duties involved in the appraisal of property for tax assessment purposes; and to do other work as required.

Distinguishing Characteristics

Junior Real Estate Appraiser is the beginning level class of appraisal work. Incumbents will work under close supervision while being trained, and will gradually work more independently as knowledge and skill are acquired. The more routine work is assigned to incumbents of this class. Real Estate Appraiser is the level to which employees are expected to advance as they acquire the necessary skills and are assigned greater responsibilities and more difficult duties.

Examples of Duties

Performs the more routine duties involved in making appraisals of real and personal properties; measures, plots and describes construction characteristics of residential, small commercial and farm buildings; classifies them as to use, character of construction and quality of construction; estimates construction costs and depreciation; prepares forms and other materials for field appraisal work; assists in making cost studies of real properties; makes and verifies computations involved in cost estimating and appraising.

Qualification Standards

Ability to: learn and apply the principles and techniques of property appraisal; assemble and analyze data and make arithmetic calculations; establish and maintain cooperative relations with those contacted in the course of work; and

Education: equivalent of completion of the twelfth grade; and

Experience: none required.

Real Estate Appraiser

Definition

Under general supervision, to secure and analyze data for the appraisal of real property for real estate tax purposes; to make standard field investigations, studies and appraisals of residential, commercial and farm properties; to participate in the training of Junior Real Estate Appraisers; and to do other work as required.

Examples of Duties

Makes investigations and analyzes data in the appraisal of real property; makes field studies and appraisals of residential, commercial and farm properties; gathers information and measures and plots land and improvements; collects, analyzes and tabulates data on rentals and cost estimates; estimates construction costs and depreciation; writes letters and reports.

Qualification Standards

Knowledge of: factors involved in the appraisal of real property and the principles underlying the appraisal process; real property law; and provisions of the Revenue and Taxation Code pertaining to the assessments of property for tax purposes; and

Ability to: apply appraisal principles and techniques in the equitable and justifiable appraisal of property; assemble and analyze data; make arithmetical calculations, charts, and descriptive sketches in connection with appraisal work; establish and maintain cooperative working relationships with fellow employees and the general public; and

Education: equivalent to completion of the twelfth grade; and

Experience: two years in the Civil Service of Liberia performing the work of Junior Real Estate Appraiser, or three years of experience valuating real estate for loan purposes, selling property, or estimating construction costs of real estate buildings.

Senior Real Estate Appraiser

Definition

Under general direction, to administer and coordinate all appraisal activities; and to do other work as required.

Examples of Duties

Plans, organizes and directs the work of a staff engaged in appraisal of farm, commercial, industrial and residential real properties; maintains conformity with appraisal standards; reviews work of appraisers for uniformity and checks to insure equalization of values on all types property; assists in formulation of appraisal policies and interprets policies to staff; confers with property owners regarding assessed values; plans and oversees the training of appraisal personnel; conducts weekly staff meetings with appraisers and acts in technical advisory capacity regarding evaluation of complex properties; evaluates performance of appraisal personnel; assists in preparing the annual budget.

Qualification Standards

Knowledge of: philosophy and principles of property appraisal for tax assessment purposes; revenue and taxation laws; tax appraisal procedures and standards; regulations and court decisions affecting the appraisal of land, timber, buildings, structure, and personal property; economic, environmental and related factors involved in the evaluation of properties; principles of administration, including supervision and training; modern office methods, practices and equipment; and

Ability to: assist in planning, organizing, and directing the work of a large staff of appraisal personnel; plan and direct training programs for clerical and technical personnel; analyze, evaluate and modify appraisal methods and standards; assemble, analyze, and summarize information relating to the public; prepare clear, concise and comprehensive recommendations and reports; speak effectively; establish and maintain effective working relationships with staff, other departmental personnel and the general public; and

Education: equivalent to completion of the twelfth grade; and

Experience: one year in the Civil Service of Liberia performing the work of Real Estate Appraiser or four years of increasingly responsible work valuating real estate for loan purposes or estimating construction

costs, at least two years of which shall have been in a capacity affording opportunity to demonstrate supervisory ability. (College course work may be substituted for the general work experience on the basis of one year of college for one year of work experience.)

Junior Audit Technician

Definition

Under supervision, to assist in the conduct of fiscal audits of governmental agencies or organizations; and to do other work as required.

Examples of Duties

Checks payrolls against attendance records, examines documents, transactions, vouchers and records for completeness, consistency and accuracy; prepares reports; verifies the legality and propriety of expenditures; verifies that expenditures were in accordance with laws and regulations; identifies audit exceptions; assists in the preparation of audit reports.

Qualification Standards

Knowledge of: methods, practices and terminology used in financial and statistical record keeping work; and

Ability to: learn auditing techniques and practices; make arithmetical computations with speed and accuracy; follow oral and written instructions; work harmoniously with others; and

Education: completion of the twelfth grade; and

Experience: two years of experience in keeping or reviewing financial or statistical data.

Audit Technician

Definition

Under supervision, to serve as a team leader over lower level staff engaged in the audit of governmental agencies or organizations; and to do other work as required.

Examples of Duties

Assigns work to, reviews results and evaluates performance of lower level staff members assigned to an audit team; coordinates the activities of the audit team; personally performs the more difficult and responsible phases of the audit; may perform special audit investigations; prepares the final draft of the audit report.

Qualification Standards

Knowledge of: principles and practices of financial record keeping and auditing; auditing practices and procedures used in governmental auditing; and

Ability to: apply general auditing and accounting procedure and practices, apply specialized practices used in governmental auditing; lead an audit team; make arithmetical computations quickly and accurately; analyze data and draw logical conclusions; communicate effectively both orally and in writing; work harmoniously with others; and

Education: equivalent to completion of the twelfth grade; and

Experience: one year performing the work of a Junior Audit Technician. (Completion of at least 15 semester hours of auditing and accounting curriculum given by a recognized residence or correspondence school may be substituted for the required experience.)

Senior Audit Technician

Definition

Under supervision, to be responsible for a major section of the General Auditing Office technical activities; to perform sensitive and difficult special audit investigations; and to do other work as required.

Examples of Duties

Conducts audits of financial records of all government ministries, agencies, and foreign missions on an annual basis; supervises and writes reports on audits conducted by lower level staff; administers the Secretariat of the Permanent Claims Commission; determines the validity and appraisal of amounts of all claims against the Republic of Liberia; conducts a periodic reconciliation of the Government's cash account at the Bank of Monrovia; prepares reports and correspondence.

Qualification Standards

Knowledge of: principles and practices of financial record keeping and auditing; auditing practices and procedures used in governmental auditing; principles and techniques of supervision; and

Ability to: apply general auditing and accounting procedures and practices; apply specialized practices used in governmental auditing; plan and direct the work of others; perform sensitive and difficult special audit investigations; supervise and direct the work of a technical staff; communicate effectively both orally and in writing; work harmoniously with others; and

Education: completion of the twelfth grade; and

Experience: one year performing the work of an Audit Technician.

Auditor

Definition

Under supervision, to apply professional auditing principles and techniques to the examination of the books and records of governmental agencies and organizations; and to do other work as required.

Examples of Duties

Participates as a member of an audit team assigned to review the books, records and accounts of a government ministry, agency or other organization subject to Liberian taxation or regulation; may be assigned responsibility for particular sections or phases of an audit; prepares audit reports and supporting schedules; checks completed audits for completeness, accuracy and proper application of the law.

Qualification Standards

Knowledge of: general accounting and auditing principles and procedures; business law; and

Ability to: apply general accounting and auditing principles and procedures; conduct audits or financial examinations of accounts and records; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear and concise reports; speak and write effectively; work harmoniously with others; and

Education: graduation from an accredited university with a specialization in accounting.

Experience: none required.

Legal Counsel

Definition

Under direction, to do legal work involved in interpreting and applying laws, rules and regulations affecting the Government of Liberia; to prepare and analyze opinions, rules, regulations and legislative measures; to do legal research; and to do other work as required.

Examples of Duties

Studies, interprets and applies laws and court decisions in the preparation of cases, opinions, and briefs; prepares legal documents, summaries and reports; assists in the presentation of cases before courts and administrative bodies; independently presents the less difficult cases; assembles and evaluates evidences; interviews witnesses; conducts special investigations involved in the enforcement of government laws, rules and regulations; does a wide variety of legal research; prepares opinions and advises ministry or agency personnel regarding the legal effects of rules and regulations; dictates correspondence and reports.

Qualification Standards

Knowledge of: legal research methods and how to perform research; legal principles and their applications; principles of administrative and constitutional law, trial and hearing procedures and rules of evidence; and

Ability to: perform research; analyze and apply legal principles, facts and procedures to legal problems; present statements of fact, law and argument clearly and logically in written and oral form; draft statutes; draft correspondence involving the explanation of legal matters; analyze situations accurately and adopt effective courses of action; and

Education: graduation from an accredited law school and membership in the Liberian Bar Association; and

Experience: none required.