

CITY OF ALBANY

PART-TIME / FULL-TIME EQUIVALENCY CHART

When minimum qualifications require experience, The City of Albany needs to know your full-time experience or its part-time equivalent. Use the chart below as a guideline in calculating part-time equivalent experience toward meeting the full-time requirement. This information is used when reviewing your application against the minimum qualifications to assess whether you have enough experience.

You must enter the actual or average number of hours worked per week. In most cases part-time work is credited as follows:

Step 1: Select the number of part-time hours worked per week in your job.

Step 2: Select the “Credit Towards Full-Time” percentage to the right of the hours worked per week for your job.

Step 3: Determine the number of months you worked in the job and multiply it by the “Credit Towards Full-Time” from the chart below to determine the amount of months we will credit toward meeting the minimum full-time years of experience needed for the position.

HOURS WORKED PER WEEK	CREDIT TOWARDS FULL-TIME
0-7.5	NO CREDIT
7.5-14.5	20%
15.0-22.0	40%
22.5-29.5	60%
30.0-37.0	80%
37.5 or more	100%