

**STATE OF TENNESSEE
DEPARTMENT OF HUMAN RESOURCES
AUGUST 2007**



CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE: “This document does NOT represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Central Stores Assistant Director (B)	75774	\$36,972 - \$59,148
Fleet Supervisor 1 (A)	62893	\$27,504 - \$44,004
Fleet Supervisor 2 (A)	62894	\$35,400 - \$56,664
Health Services & Development Assistant Executive Director (F)	72333	\$41,832 - \$66,912
Motor Vehicle Management Assistant Director (A)	62896	\$36,972 - \$59,148
Motor Vehicle Management Director (A)	62895	\$41,832 - \$66,912
Property Utilization Assistant Director (B)	07856	\$36,972 - \$59,148
Teacher’s Assistant - Correction (A)	06323	\$19,776 - \$31,644
Transportation Technician 2 (K)	76211	\$27,504 - \$44,004
Youth Specialist (K)	44276	\$25,320 - \$40,500
Youth Specialist Supervisor (K)	44277	\$29,904 - \$47,844

LEGEND

- A** Job classification will have a change in **MINIMUM QUALIFICATIONS** effective August 29, 2007.
- B** A **NEW CLASSIFICATION** and **REGISTER** will be **ESTABLISHED** effective August 29, 2007.
- C** Register will be **ABOLISHED** and **REESTABLISHED** effective August 29, 2007.
- D** Job classification will be **ABOLISHED**.
- E** Job classification will have a **TITLE CHANGE** effective.
- F** Job classification will have a change in **SALARY** effective August 29, 2007.
- G** Job classification will be converting from **CAREER SERVICE** to both **CAREER SERVICE** and **EXECUTIVE SERVICE** Effective.
- H** Job classification will have a change of Probationary Period from 6 months to 1 year.
- I** Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J** Job classification will have a change in **NECESSARY SPECIAL QUALIFICATIONS** effective.
- K** Job classification will be converting from “daily” status (i.e., continuous basis only) to closed examination status effective 7/30/07.
- L** Job classification will be converting from both **EXECUTIVE SERVICE** to **CAREER SERVICE** effective.
- M** Job classification changed examination method from Competitive to Non-Competitive.
- N** Job classification will change from compensatory to cash overtime.
- O** Job classification is converting from “program” status (i.e., announced examination) to “daily” status (i.e., continuous basis only) effective.

Tennessee Department of Personnel, Authorization #319177, August , 2007. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-0441 - Fax Number (615) 401-7626.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

CENTRAL STORES ASSISTANT DIRECTOR

SUMMARY: Under general supervision, is responsible for procurement and distribution management work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class assists in directing the staff and operations of the Central Stores Division, including the supervision of purchasing, warehousing, inventory, and transportation activities. This class reports to and differs from the Central Stores Director in that the incumbent of the latter is responsible for the overall direction of the Central Stores Division.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and five years of work experience in one or a combination of the following: 1) purchasing, warehousing, or distributing goods for an organization, or 2) professional administrative experience involving activities that are primarily fiscal or budgetary in nature.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following: 1) purchasing, warehousing, or distributing goods for an organization, or 2) professional administrative experience involving activities that are primarily fiscal or budgetary in nature, may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above-listed fields may substitute for one year of the required education).

OR

Education and Experience: Graduation from an accredited college or university with an associate's degree in business administration, business management, purchasing, contracts management, accounting, logistics, or materials management and five years of work experience in one or a combination of the following: 1) purchasing, warehousing, or distributing goods for an organization, or 2) professional administrative experience involving activities that are primarily fiscal or budgetary in nature.

Necessary Special Qualifications: None

EXAMINATION METHOD: Education and Experience, 100% for Career Service positions.

FLEET SUPERVISOR 1

SUMMARY: Under general supervision, is responsible for supervisory fleet operations work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class supervises subordinates in fleet operations including the areas of preventive maintenance, repair, parts, and the dispatch of state-owned vehicles. This class differs from Equipment Maintenance Supervisor 2 in that an incumbent of the latter supervises staff at a large garage. This class differs from that of Fleet Supervisor 2 in that an incumbent of the latter supervises and develops vehicle specifications, and oversees the purchasing and surplus selling of vehicles and equipment.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to substantial (five or more years of) increasingly responsible full-time automotive maintenance, automotive parts procurement, or automotive inventory control work including, at least, one year of supervisory experience; qualifying full-time experience may be substituted for the required education, on a year-for-year basis; pertinent coursework at an accredited college or university may be substituted for the required experience, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

FLEET SUPERVISOR 2

SUMMARY: Under general supervision, is responsible for supervising fleet operations work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class supervises subordinates performing fleet operations work, develops vehicle and equipment specifications, and oversees the purchasing and surplus selling of state-owned vehicles and equipment. This class differs from Fleet Supervisor 1 in that the incumbent of the latter supervises fleet operations in the areas of preventive maintenance, repair, parts, and the dispatch of state-owned vehicles. This class differs from Motor Vehicle Management Assistant Director in that the incumbent of the latter assists in directing the maintenance and operation of a large fleet of motor vehicles and supervises a large staff of maintenance, operations, support and subordinate supervisory staff, including incumbents in this class.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to substantial (five or more years of) increasingly responsible full-time automotive maintenance, automotive parts procurement, or automotive inventory control work including, at least, two years of supervisory experience; qualifying full-time experience may be substituted for the required education, on a year-for-year basis; pertinent coursework at an accredited college or university may be substituted for the required experience, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

MOTOR VEHICLE MANAGEMENT ASSISTANT DIRECTOR

SUMMARY: Under general supervision, is responsible for fleet management work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: The employee in this class is responsible for assisting in the directing of the largest of motor vehicle fleets, including assisting in determining equipment specifications, maintenance procedures, and vehicle use policies, with emphasis upon the operational aspects of fleet management. This class differs from that of Fleet Supervisor 2 in that an incumbent of the latter performs work of less scope and complexity. This class reports to and differs from that of Motor Vehicle Management Director in that an incumbent of the latter is responsible for the overall direction of the Motor Vehicle Management Division.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to substantial (five or more years of) increasingly responsible full-time automotive maintenance, automotive parts procurement, or automotive inventory control work including, at least, two years of supervisory experience; qualifying full-time experience may be substituted for the required education, on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

MOTOR VEHICLE MANAGEMENT DIRECTOR

SUMMARY: Under direction, is responsible for managerial fleet operations work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: The employee in this class is responsible for managing the largest of motor vehicle fleets including determining equipment specifications, maintenance procedures, and vehicle use policies. This class differs from that of Motor Vehicle Management Assistant Director in that an incumbent of the latter assists in directing the largest of motor vehicle fleets, including assisting in determining equipment specifications, maintenance procedures, and vehicle use policies with emphasis upon the operational aspects of fleet management.

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to substantial (five or more years of) increasingly responsible full-time automotive maintenance, automotive parts procurement, or automotive inventory control work including, at least, three years of supervisory experience; qualifying full-time experience may be substituted for the required education, on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

PROPERTY UTILIZATION ASSISTANT DIRECTOR

SUMMARY: Under general supervision, is responsible for property utilization managerial work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class assists in directing the staff and operations of the Property Utilization Division. This class differs from Property Utilization Manager classes in that incumbents of the latter perform work of lesser scope and complexity. This class reports to and differs from Property Utilization Director in that the incumbent of the latter directs all operations of the Property Utilization Division.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and five years of work experience in one or a combination of the following: 1) purchasing, storing or re-selling personal goods for an organization, or 2) professional administrative experience involving activities that are primarily fiscal or budgetary in nature.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following: 1) purchasing, storing or re-selling personal goods for an organization, or 2) professional administrative experience involving activities that are primarily fiscal or budgetary in nature, may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above-listed fields may substitute for one year of the required education).

OR

Education and Experience: Graduation from an accredited college or university with an associate's degree in accounting, business administration, business management, contracts management, logistics, materials management, or purchasing, and five years of work experience in one or a combination of the following: 1) purchasing, storing or re-selling personal goods for an organization, or 2) professional administrative experience involving activities that are primarily fiscal or budgetary in nature.

Necessary Special Qualifications: None

EXAMINATION METHOD: Education and Experience, 100% for Career Service Positions.

TEACHER'S ASSISTANT-CORRECTION

SUMMARY: Under general supervision, performs teaching assistance work of average difficulty in a correctional setting; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class ensures classroom activities run smoothly by providing academic and disciplinary support for teachers who work with adult and juvenile offenders. This work involves: administering course outline materials; keeping the classroom neat and student files orderly; collecting and grading multiple-choice achievement tests; individually tutoring students; and providing close supervision over a classroom of juvenile offenders who may be abusive, destructive, or potential runaways from the correctional facility. This class differs from Teacher's Assistant-Developmental in that an incumbent of the latter performs teaching assistance work with developmentally disabled students. This class differs from Teacher's Assistant-Psychiatric in that an incumbent of the latter performs teaching assistance work with emotionally disturbed students.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to three years of teaching or teaching assistance work providing instruction in academic or vocational subjects in a classroom setting; additional coursework may be substituted for the required experience on a year-for-year basis.

Necessary Special Qualifications: None

EXAMINATION METHOD: Education and Experience including Supplemental Application, 100%, for Career Service positions.

TRANSPORTATION TECHNICIAN 2

SUMMARY: Under general supervision, performs technical civil engineering duties of average difficulty in the area of erosion prevention and sediment control and other environmental permit related issues; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs site inspections to ensure compliance with environmental permits and regulations. Work involves guidance, consultation and coordination of the work of contractors with field construction and regional staff. This class differs from Transportation Technician 1 in that incumbents of the latter perform technical civil engineering duties of lesser scope and complexity. This class differs from Transportation Technician 3 in that incumbents of the latter either lead/supervise a survey crew in the Design Division, lead/supervise a bridge inspection team, oversee construction projects, or perform other complex technical engineering duties in traffic, construction, safety, or right-of-way engineering.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to completion of ninety quarter hours of course work at an accredited college or university with at least eighteen quarter hours in civil engineering, civil engineering related and/or engineering technology and experience equivalent to two years of full-time technical civil engineering, technical civil engineering related, or higher level civil engineering work in one or a combination of the following areas: 1) construction engineering; 2) highway and/or bridge construction inspection work; 3) EPSC inspections; or 4) ROW inspection. Experience in and knowledge of soil science relating to establishing and maintaining vegetative growth is desirable.

Substitution of Experience for Education: Qualifying civil engineering related experience in one or a combination of the following areas may substitute for the required education to a maximum of two years: 1) highway construction engineering; 2) highway construction inspection work with at least 30% inspection of EPSC facilities; 3) highways/bridge/materials inspection; or 4) calculation of volumes, quantities of materials or other related engineering computations for construction projects.

Substitution of College Education for Experience: Additional course work credit received from an accredited college or university with emphasis in civil engineering, civil engineering related, and/or civil engineering technology may substitute for the required experience on a month-for-month basis to a maximum of two years (e.g., an additional 45 quarter hours with at least nine in one or a combination of the above listed fields may substitute for one year of the required experience). *A valid Certified Professional in Erosion and Sediment Control (CPESC) certification or Professional Engineering (PE) license can be substituted for the above education and experience requirements. A valid CPESC-In-Training (CPESC-IT) certification can be substituted for the above education requirements.

Necessary Special Qualifications: A valid motor vehicle operator license may be required.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

YOUTH SPECIALIST

SUMMARY: Under immediate supervision, performs children's services work of average difficulty in the counseling, supervision, observation, safety and care of youth in state custody; and performs related work as required.

DISTINGUISHING FEATURES: This is the working-level class in the Youth Specialist sub-series. An employee in this class performs work in a group home or youth developmental center providing youth counseling and supervision and may be assigned to work a fixed or other schedule. This class differs from Youth Specialist Supervisor in that an incumbent of the latter performs supervisory duties.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with an associate's degree in counseling, criminal justice, education with a child focus, juvenile justice, psychology, social services, or social work.

OR

Education and Experience: Graduation from a standard high school and experience equivalent to two years of full-time work in one or a combination of the following: 1) therapeutic treatment-related experiences, or 2) protective child care services experiences.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be at least twenty-one years of age on the date of application.
- (2.) be a citizen of the United States.
- (3.) have a good moral character, as determined by investigation.
- (4.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (5.) agree to release all records involving their criminal history to the appointing authority.
- (6.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (7.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (8.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (9.) submit to and pass a pre-employment screening test for use of illegal drugs OR certify that they have not used any controlled substance illegally within the past twelve months.
- (10.) possess a valid motor vehicle operator's license at the time of appointment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

YOUTH SPECIALIST SUPERVISOR

SUMMARY: Under immediate supervision, performs children's services work of average difficulty in the counseling, supervision, observation, safety and care of youth in state custody; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Youth Specialist sub-series. An employee in this class supervises work in a group home or youth developmental center providing youth counseling and supervision and may be assigned to work a fixed or other schedule. This class differs from Youth Specialist in that an incumbent of the latter performs at the working-level.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with an associate's degree in counseling, criminal justice, education with a child focus, juvenile justice, psychology, social services, or social work and qualifying experience equivalent to two years of full-time work in one or a combination of the following: 1) therapeutic treatment-related experiences, or 2) protective child care services experiences.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in counseling, criminal justice, education with a child focus, juvenile justice, psychology, social services, or social work and qualifying experience equivalent to one year of full-time work in one or a combination of the following: 1) therapeutic treatment-related experiences, or 2) protective child care services experiences.

OR

Education and Experience: Education equivalent to graduation from a standard high school and qualifying experience equivalent to four years of full-time work in one or a combination of the following: 1) therapeutic treatment-related experiences, or 2) protective child care services experiences.

OR

Two years of experience as a Youth Specialist in the Department of Children's Services with the State of Tennessee

Necessary Special Qualifications: Applicants for this class must:

- (1.) be at least twenty-one years of age on the date of application.
- (2.) be a citizen of the United States.
- (3.) have a good moral character, as determined by investigation.
- (4.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (5.) agree to release all records involving their criminal history to the appointing authority.
- (6.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (7.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (8.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (9.) submit to and pass a pre-employment screening test for use of illegal drugs OR certify that they have not used any controlled substance illegally within the past twelve months.
- (10.) possess a valid motor vehicle operator's license at the time of appointment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.