

**STATE OF TENNESSEE  
DEPARTMENT OF PERSONNEL  
JULY 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
Civil Engineering Manager 1 (A)	76281	\$51,888 - \$83,040
Civil Engineering Manager 2 (A)	76282	\$54,216 - \$86,736
Law Enforcement Information Manager (G)	38611	\$38,652 - \$61,848
Mine Safety Assistant Director (F)	36482	\$36,972 - \$59,148
Mine Safety Instructor (F)	36481	\$32,484 - \$51,960
Museum Curator (A)	78245	\$32,484 - \$51,960
Museum Program Assistant (A, C)	06121	\$23,304 - \$37,272
Museum Program Coordinator (A, C)	06123	\$26,376 - \$42,192
Purchasing Assistant Director (G)	75770	\$43,440 - \$69,528

**LEGEND**

- A** Job classification will have a change in MINIMUM QUALIFICATIONS effective July 30, 2007.
- B** A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective.
- C** Register will be ABOLISHED and REESTABLISHED effective July 30, 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 July 30, 2007.
- G** Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE Effective July 30, 2007.
- 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 7/17/06 until further notice.
- 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.
- P** Job classification converted from “daily” status (i.e., continuous basis only) to “program” status (i.e., announced examination) effective.



Tennessee Department of Personnel, Authorization #319177, November, 2006. 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](http://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).

## Civil Engineer Manager 1

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

**DISTINGUISHING FEATURES:** An employee in this class is responsible for managing a structural, runway, or roadway design staff for a region or a civil engineering section such as hydraulic design, special designs-traffic, geotechnical engineering, aeronautics, or bridge evaluation. An incumbent in this class will seal civil engineering plans, drawings, reports, and/or specifications and consequently will be required to maintain an active certificate of registration as a professional engineer with the State of Tennessee. This class differs from that of Roadway, Structural, or Operations Specialist Supervisor 2 in that incumbents of the latter do not manage. This class differs from that of Civil Engineering Manager 2 in that an incumbent of the latter is responsible for managing a structural or roadway design staff for multiple regions or multiple civil engineering sections statewide (e.g., hydraulic engineering and structural steel, geotechnical engineering and materials control, special design-traffic and special design-roadway).

### MINIMUM QUALIFICATIONS

**Education and Experience:** Experience equivalent to three years of full-time work managing and/or supervising professional and technical civil engineering staff involved in the survey, design, or construction of a roadway, runway, or transportation structure and current registration in active status with the State of Tennessee as a professional engineer in either the civil engineering or structural engineering disciplines. Note: Education and experience requirements for registration as an engineer are determined by the Tennessee State Board of Architectural and Engineering Examiners.

**Necessary Special Qualifications:** Possession of a current certificate of registration in active status as a professional engineer with the State of Tennessee in either the civil engineering or structural engineering disciplines is required at the time of appointment and must be maintained during employment in the Civil Engineering Manager 1 classification.

**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.

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## Civil Engineer Manager 2

**SUMMARY:** Under general supervision, is responsible for professional managerial civil engineering work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class is responsible for managing structural or roadway or design staff for multiple regions or multiple civil engineering sections (e.g., hydraulic engineering and structural steel, geotechnical engineering and materials control, special design-traffic and special design-roadway). An incumbent in this class will seal civil engineering plans, drawings, reports, and/or specifications and consequently will be required to maintain an active certificate of registration as a professional engineer with the State of Tennessee. This class differs from the Civil Engineering Manager 1 in that an incumbent of the latter is responsible for managing a structural or roadway design staff for a region or a civil engineering section statewide such as hydraulic design, special designs-traffic, geotechnical engineering, aeronautics, or bridge evaluation. This class differs from Civil Engineering Director in that an incumbent of the latter is responsible for directing a civil engineering division and supervises incumbents of this class.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Experience equivalent to four years of full-time work managing and/or supervising professional and technical civil engineering staff involved in the survey, design, or construction of a roadway, runway, or transportation structure and current registration in active status with the State of Tennessee as a professional engineer in either the civil engineering or structural engineering disciplines. Note: Education and experience requirements for registration as an engineer are determined by the Tennessee State Board of Architectural and Engineering Examiners.

**Necessary Special Qualifications:** Possession of a current certificate of registration in active status as a professional engineer with the State of Tennessee in either the civil engineering or structural engineering disciplines is required at the time of appointment and must be maintained during employment in the Civil Engineering Manager 2 classification.

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

## LAW ENFORCEMENT INFORMATION MANAGER

**SUMMARY:** Under general supervision, performs criminal justice information systems managerial work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** The employee in this class manages staff in the following assignments: (1) developing various crime information programs, information, material, and forms for the Tennessee Bureau of Investigation; (2) planning, developing and implementing various information systems applications, technology, operations, and maintenance functions; and (3) providing assistance to agencies interfaced on the statewide computer network relative to access to TBI information, Tennessee Information Enforcement System, Automated Fingerprint Identification System, Tennessee Crime Information System, National Crime Information System, and the National Law Enforcement Telecommunications System. This class supervises and differs from Law Enforcement Information Coordinator in that an incumbent of the latter functions at the working level.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in Computer Science, Criminal Justice, or closely related field and five years of full-time experience in one or more of the following: (1) systems analysis; (2) systems design; (3) business or systems applications programming; (4) network planning and design (i.e. planning, design, and support of telecommunications networks); (5) technical support; (6) coordinating the activities, development, and maintenance of information data bases and/or networks associated with a criminal justice agency; (7) diagnosing or resolving problems with communications circuitry, telecommunications lines, video displays, printers, or other closely related hardware and software malfunctions on a telecommunications network system.

**Substitution of Experience for Education** experience in one or more of the following areas may substitute for the required education to a maximum of four years: (1) processing, receiving, filing or disseminating crime and criminal information in a criminal justice agency (2) systems analysis; (3) systems design; (4) business or systems applications programming; (5) network planning and design (i.e. planning, design, and support of telecommunications networks); (6) technical support; (7) coordinating the activities, development, and maintenance of information data bases and/or networks associated with a criminal justice agency; (8) diagnosing or resolving problems with communications circuitry, telecommunications lines, video displays, printers, or other closely related hardware and software malfunctions on a telecommunications network system; (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).

**Necessary Special Qualifications:** None.

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

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## MUSEUM CURATOR

**SUMMARY:** Under general supervision, is responsible for professional museum curatorial work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class is responsible for researching subjects for exhibits and for the care of a collection. This class differs from that of Museum Assistant Chief per Specialty in that an incumbent of the latter supervises incumbents in this class. This class differs from that of Museum Curatorial Assistant in that an incumbent of the latter is responsible for assisting curators and is supervised by incumbents in this class.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years in one or a combination of the following: professional or paraprofessional museum work, including assignments related to historical sites; the maintenance of library collections; or professional experience involved in the instruction or research in art, history, or museum science.

**Substitution of Graduate Education for Experience:** Graduate coursework credit received from an accredited college or university in education, museum science, library science, history, art, archaeology, and/or anthropology may substitute for the required experience, on a year-for-year basis, to a maximum of two years (e.g. 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

### OR

Five years of experience as a Museum Curatorial Assistant with the State of Tennessee.

**Necessary Special Qualifications:** A valid motor vehicle operator's license is required.

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

## MUSEUM PROGRAM ASSISTANT

**SUMMARY:** Under immediate supervision, is responsible for professional public contact and informational outreach work of routine difficulty in cultural/educational research and conducting historical state tours; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class is responsible for conducting historical state tours, performing research of museum exhibits and historical sites, and providing information to the public. This class differs from that of Museum Lead Program Assistant in that an incumbent of the latter leads the non-technical research of museum exhibits and historical sites, including providing information to the public, and is not routinely responsible for conducting historical state tours.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree.

**Substitution of Experience for Education:** Qualifying experience in one or a combination of the following may substitute for the required education to a maximum of four years: any professional museum work, including the preservation of artifacts or the management of historic sites; any professional work in education; or any paraprofessional museum work, including the design of exhibit displays or providing tours at a museum or historic site (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).

**Necessary Special Qualifications:** A valid motor vehicle operator's license is required.

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

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## MUSEUM PROGRAM COORDINATOR

**SUMMARY:** Under general supervision, is responsible for professional public contact and informational outreach work of routine difficulty in cultural/educational research and *in* conducting historical state tours; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class is responsible for performing professional public contact and cultural/educational research of museum exhibits and historical sites and providing information to the public. This class differs from that of Museum Program Assistant in that an incumbent of the latter is responsible for working level non-technical research of museum exhibits and historical sites, providing general information to the public, and is routinely responsible for conducting historical state tours.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year in one or a combination of the following: any professional museum work, including the preservation of artifacts or the management of historic sites; any professional work in education; or any paraprofessional museum work, including the design of exhibit displays or providing tours at a museum or historic site.

**Substitution of Experience for Education:** Qualifying experience in professional or paraprofessional museum work, or professional education 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).

**Necessary Special Qualifications:** A valid vehicle operator's license may be required for employment in some positions.

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

## **PURCHASING ASSISTANT DIRECTOR**

**SUMMARY:** Under direction, is responsible for professional purchasing work of unusual difficulty and supervisory work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** The employee in this class assists in the direction of the statewide purchasing function and supervises all purchasing teams. This class differs from Purchasing Administrator in that an incumbent of the latter supervises multiple purchasing teams or performs other duties of lesser scope, complexity, and supervisory responsibility. This class differs from Purchasing Director in that the incumbent of the latter directs the statewide purchasing function.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to substantial (five or more years of) full-time increasingly responsible professional purchasing, commodity specification writing, or product representation work including at least two years of supervisory work; qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional pertinent graduate coursework in business, public administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year, there being no substitution for the required two years of specialized experience.

**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.