

STATE OF TENNESSEE
DEPARTMENT OF HUMAN RESOURCES
NOVEMBER 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
Clerk 2 *	02532	\$17,256 - \$27,600
Correctional Clerical Officer (M)	45715	\$23,304 - \$37,272
Correctional Officer (M)	45741	\$23,304 - \$37,272
Human Services Investigative Specialist (A, C)	36681	\$28,692 - \$45,888
Human Services Investigative Specialist Supervisor (A, C)	36682	\$32,484 - \$51,960
Industrial Hygientist 1 (F)	72891	\$26,376 - \$42,192
Industrial Hygientist 2 (F)	72892	\$28,692 - \$45,888
Industrial Hygientist 3 (F)	72893	\$33,888 - \$54,228
Industrial Hygientist Manager (F)	72895	\$45,156 - \$72,240
Industrial Hygientist Supervisor (F)	72894	\$38,652 - \$61,848
Information Resources Support Specialist 2 (G)	75551	Special
Occupational Safety Specialist 1 (F)	72901	\$26,376 - \$42,192
Occupational Safety Specialist 2 (F)	72902	\$28,692 - \$45,888
Occupational Safety Specialist 3 (F)	72903	\$33,888 - 54,228
Occupational Safety Specialist Manager (F)	72905	\$45,156 - \$72,240
Occupational Safety Specialist Supervisor (F)	72904	\$38,652 - \$61,848

LEGEND

- A** Job classification will have a change in **MINIMUM QUALIFICATIONS** effective November 28, 2007.
- B** A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective.
- C** Register will be **ABOLISHED** and **REESTABLISHED** effective November 28, 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 November 28, 2007.
- G** Job classification will be converting from **CAREER SERVICE** to both **CAREER SERVICE** and **EXECUTIVE SERVICE** effective November 28, 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 “program” status (i.e., announced examination) effective October 30, 2007.
- L** Job classification will be converting from both **EXECUTIVE SERVICE** to **CAREER SERVICE** effective.
- M** Job classification is converting from **Competitive to Non-Competitive status** effective November 26, 2007. The existing register will be abolished. Applicants who wish to be considered for future position vacancies should apply directly with the department or agency in which the vacancies exist.
- 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** Applicants submitting an application for this job classification must take and pass a job related computer test. Job classification examination method will be converting from education and experience, 100%, to computer administered test 70%, and training and experience 30% effective date October 30, 2007.

***Special Note-This is a correction to the Clerk 2 salary information that appeared on the September class announcement.**

Tennessee Department of Human Resources, 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 Human Resources 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 Human Resources EEO/AA/ADA Coordinator Danielle Barnes, 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 Human Resources. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Human Resources Internet website (www.state.tn.us/dohr). 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).

CORRECTIONAL CLERICAL OFFICER

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

DISTINGUISHING FEATURES: An employee in this class performs correctional security and secretarial work under the supervision of a Correctional Unit Manager within a guild at a correctional facility. This work involves the custody and rehabilitation of inmates as well as providing secretarial and clerical support for the unit. This class differs from others within the Correctional Officer sub-series in that incumbents of the latter do not perform secretarial and clerical support as part of their assigned duties.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons.
- (2.) be at least eighteen (18) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) 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.
- (9.) 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.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

During their careers, most correctional security employees can expect to be assigned to any one of three different work shifts and any number of different post assignments. While employee work preferences are considered, there is no guarantee that the employee will remain assigned to any specific shift and/or post assignment.

EXAMINATION METHOD: Noncompetitive selection for Career Service positions.

CORRECTIONAL OFFICER

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

DISTINGUISHING FEATURES: This is the entry-working class in the Correctional Officer sub-series. An employee in this class performs correctional work at a state penal institution involving the custody, transport, and rehabilitation of inmates, and may be assigned to work any shift. This class differs from that of Correctional Corporal in that an incumbent of the latter acts as a minor supervisor.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons.
- (2.) be at least eighteen (18) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) 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.
- (9.) 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.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

During their careers, most correctional security employees can expect to be assigned to any one of three different work shifts and any number of different post assignments. While employee work preferences are considered, there is no guarantee that the employee will remain assigned to any specific shift and/or post assignment.

EXAMINATION METHOD: Noncompetitive selection for Career Service positions.

HUMAN SERVICES INVESTIGATIVE SPECIALIST

SUMMARY: Under general supervision, is responsible for human services claims investigation work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class investigates claims regarding fraudulent Families First, Food Stamp, and Medically Needy cases. This class differs from that of Human Services Investigative Specialist Supervisor in that an incumbent of the latter supervises employees of this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of professional human services experience reviewing fraudulent food stamp claims or determining eligibility for individuals seeking food stamp benefits.

Substitution of Experience for Education: Qualifying full-time professional human services experience reviewing fraudulent food stamp claims or determining eligibility for individuals seeking food stamp benefits may be substituted for the required education on a year-for-year basis 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:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.

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

HUMAN SERVICES INVESTIGATIVE SPECIALIST SUPERVISOR

SUMMARY: Under general supervision, is responsible for human services investigation supervisory work of moderate difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first-line supervisory class in the Human Services Investigator sub-series. An employee in this class supervises specialists investigating fraudulent claims in Families First, Food Stamp, and Medically Needy cases. This class differs from that of Human Services Investigative Specialist in that an incumbent of the latter is responsible for reviewing casework files and writing claims for over-issuance of claims benefits. This class differs from that of Human Services Special Investigator in that an incumbent of the latter is responsible for field investigation work. This class differs from that of Human Services District Director of Investigations in that an incumbent of the former is directly supervised by an incumbent in this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree an experience equivalent to three years of professional human services experience reviewing fraudulent food stamp claims or determining eligibility for individuals seeking food stamp benefits.

Substitution of Experience for Education: Qualifying full-time professional human services experience reviewing fraudulent food stamp claims or determining eligibility for individuals seeking food stamp benefits may be substituted for the required education on a year-for-year basis 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:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.

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

INFORMATION RESOURCE SUPPORT SPECIALIST 2

SUMMARY: Under general supervision, performs information systems technical support work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working-level class in the Information Resource Support Specialist job series. An employee in this class diagnoses and resolves single-user software and hardware problems related to microcomputers or minicomputers, as well as software and peripheral devices utilized by the mainframe system. This class differs from Information Systems Associate* in that an incumbent learns to diagnose and resolve software problems for microcomputers, minicomputers, or mainframe computers. This class differs from Information Resource Support Specialist 3 in that an incumbent diagnoses and resolves hardware and software problems involving stand-alone microcomputer systems or other computer systems comprised of multiple hardware or software components accessed by multiple users.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and one year of experience in anyone of the following areas: (1) the resolution of datamanipulation errors, the maintenance of computer hardware, or the correction of other related system operations problems for computer system hardware or software; or (2) the strategic planning of hardware or software components; or (3) applications programming, or (4) the systematic analysis of user and systems requirements for computer or information systems; or (5) the training or instruction of individuals in systems analysis, applications programming, or proper utilization and implementation of hardware or software systems components within computer or information systems.

OR

Substitution of Experience for Education: Experience may substitute for the required education on a year-for-year basis to a maximum of four years: (1) the resolution of data manipulation errors, the maintenance of computer hardware, or the correction of other system operation problems related to computer system hardware or software; or (2) the strategic planning of hardware of software systems components for computer or information systems; or (3) applications programming, or (4) the systematic analysis of user and systems requirements for computer or information systems; or (5) the training or instruction of individuals in systems analysis, applications programming, or proper utilization and implementation of hardware or software systems components within computer or information systems.

OR

Substitution of the Specific Associate's Degree for the Required Bachelor's Degree: Graduation from an accredited college or university with an associate's degree in business data processing (e.g., business data programming, business systems analysis, or computer accounting), management information systems computer and information systems, computer servicing technologies, or other related field may substitute for the required bachelor's degree.

OR

Substitution of Graduate Coursework for the required experience: Any graduate coursework in management information systems, business data processing, business systems analysis, computer and information systems, or computer accounting may substitute for the required experience on a year-for-year basis to a maximum substitution of one year. (Thirty-six graduate quarter hours or a master's degree in the above fields is equivalent to one year of experience).

OR

One year of experience as an Information Systems Associate* with the State of Tennessee.

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.

