

**STATE OF TENNESSEE**  
**DEPARTMENT OF HUMAN RESOURCES**  
**JULY 2008**  
**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
Dental Assistant 1 (K)	98641	\$18,060 - \$28,884
Dental Assistant 2 (K)	98642	\$19,776 - \$31,644
Health Planner 3 (K)	72253	\$35,400 - \$56,664
Hospitality Manager 3 (K)	42873	\$35,400 - \$56,664
Probation/Parole Deputy District Director (B)	78139	\$35,400 - \$56,664
Probation/Parole Manager (A, C,E) (Formerly Probation/Parole Manager 1)	78144	\$32,484 - \$51,960
Probation/Parole Officer 1 (A)	78141	\$25,320 - \$40,500
Probation/Parole Officer 2 (A, C)	78142	\$28,692 - \$45,888
Probation/Parole Officer 3 (A, C)	78143	\$31,128 - \$49,800
Probation/Parole District Director (A, C,E) (Formerly Probation/Parole Manager 2)	78145	\$40,212 - \$64,332
Workers' Compensation Specialist 1 (A, C)	73251	\$33,888 - \$54,228
Workers' Compensation Specialist 2 (A, C)	73252	\$36,972 - \$59,148
Workers' Compensation Specialist 3 (A, C)	73254	\$40,212 - \$64,332

**LEGEND**

- A** Job classification will have a change in **MINIMUM QUALIFICATIONS** July 29, 2008.
- B** A **REGISTER** will be **ESTABLISHED** effective July 25, 2008.
- C** Register will be **ABOLISHED** and **REESTABLISHED** effective July 29, 2008.
- D** Job classification will be **ABOLISHED**.
- E** Job classification will have a **TITLE CHANGE** effective July 29, 2008.
- F** Job classification will have a change in **SALARY**.
- 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 Human Resources 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 July 29, 2008.
- L** Job classification will be converting from **EXECUTIVE SERVICE** to **CAREER SERVICE** and a register will be established effective.
- M** Job classification is converting from Competitive to Non-Competitive status effective. 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** Job classification will have a change of Probationary Period from 6 months to 1 year.
- Q** Job classification require Written Test, 50%, and Oral Interview, 50%, for Career Service positions. Tests are administered on an announced basis at the Department of Human Resources office in Nashville.

## **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](http://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).

## DENTAL ASSISTANT 1

**SUMMARY:** Under direct supervision of a licensed dentist, performs procedures designated under the scope of practice for registered dental assistants.

**DISTINGUISHING FEATURES:** This is the entry level class in the Dental Assistant series. An employee in this class works as a chair side assistant during examination and treatment of patients. This class differs from Dental Assistant 2 in that an incumbent of the latter performs duties that require certification.

### MINIMUM QUALIFICATIONS:

**Education and Experience:** Possession of current registration as a dental assistant with the State of Tennessee.

**Necessary Special Qualifications:** None.

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

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## DENTAL ASSISTANT 2

**SUMMARY:** Under direct supervision of a licensed dentist, performs procedures designated under the scope of practice for a registered dental assistant to include certification for exposing and developing radiographs.

**DISTINGUISHING FEATURES:** This is the highest level class in the Dental Assistant sub-series. An employee in this class works as a chair side assistant during examination and treatment of patients and can expose and develop radiographs. This class differs from Dental Assistant 1 in that an incumbent of the latter performs duties that require no certification.

### MINIMUM QUALIFICATIONS:

**Education and Experience:** Possession of current registration as a dental assistant in the State of Tennessee with Dental Radiology Certification.

**Necessary Special Qualifications:** Depending upon where the position is located, additional certifications in the following areas may be required upon employment:

1. Coronal Polishing Certification
2. Nitrous Oxide Certification
3. Restorative Certification
4. Prosthetic Certification
5. Sealant Application Certification

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

### HEALTH PLANNER 3

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

**DISTINGUISHING FEATURES:** This is the advanced working level class in the Health Planner series. An employee in this class evaluates normal to very complex Certificate of Need (CON) applications, prepares a variety of records and summaries, and assists in developing the state health plan and updating CON criteria. This class differs from Health Planner 2 in that an incumbent of the latter performs duties of lesser scope and complexity.

#### **MINIMUM QUALIFICATIONS:**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time professional work in one or a combination of the following: medical healthcare or mental health/mental retardation planning, healthcare facilities administration, health statistics, or the practice of medical social work, nursing, or medicine as a physician or physician's assistant

**Substitution of Education for Experience:** Additional graduate coursework in health care administration, business administration, public administration, public or community health, or health or medical statistics may be substituted for the required experience on a year-for-year basis to a maximum of two years.

**OR**

One year experience as a Health Planner 2 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.

### HOSPITALITY MANAGER 3

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

**DISTINGUISHING FEATURES:** This is the highest class in the Hospitality Manager series. An employee in this class is responsible for the overall management of both a restaurant and inn facilities with meeting and/or conference rooms at a large and/or complex state park facility. This class differs from Hospitality Manager 2 in that an incumbent of the latter manages the inn and restaurant at a moderate sized and/or moderately complex facility or manages the inn at a large and/or complex park facility with meeting rooms and/or conference rooms.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to five years of full-time supervisory food service or lodging work.

**Substitution of College Education for Experience:** Graduation from an accredited college or university with a bachelor's degree in Business Administration, Park Management, Hotel/Restaurant Management, Food Service Management, or any Hospitality Management related field may substitute 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. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

## **PROBATION/PAROLE DEPUTY DISTRICT DIRECTOR**

**SUMMARY:** Under general supervision, is responsible for managerial probation/parole work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the second full supervisory level in the Probation/Parole Officer job series. An employee in this class acts as the Deputy District Director and supervises a moderate to large team of supervisory level Probation/Parole Managers and their subordinates in the performance of probation and parole services for adult offenders for a district of the State. This class differs from Probation Parole Manager in that incumbent of the latter functions as a supervisor over a district field office or a single team of Probation/Parole Officers. This class differs from Probation/Parole District Director in that incumbent of the latter acts as the District Director and supervises all Probation and Parole services within a district.

### **MINIMUM QUALIFICATIONS:**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full-time professional level experience in one or more of the following: probation/parole, counseling, social work, investigative, or legal experience, of which two years must be at a lead or supervisory level in probation/parole work.

**Substitution of Education for Experience:** Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience to a maximum of two years (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

### **Necessary Special Qualifications:**

Applicants for this class must:

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
5. 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
6. Possess a valid motor vehicle operator's license at the time of appointment in some positions.

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

## **PROBATION/PAROLE MANAGER**

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

**DISTINGUISHING FEATURES:** This is the first full supervisory class in the Probation/Parole Officer sub-series. An employee in this class supervises a moderate-sized probation/parole staff. This class differs from Probation/Parole Officer 3 in that an incumbent of the latter leads others or may supervise a small staff in probation and/or parole work. This class reports to and differs from Probation/Parole Deputy District Director in that an incumbent of the latter manages the staff and activities of a probation/parole district.

### **MINIMUM QUALIFICATIONS:**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time professional level experience in one or more of the following: probation/parole, counseling, social work, investigative, or legal experience.

**Substitution of Education for Experience:** Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience to a maximum of two years (e.g., an additional 36 graduate quarter hours in one or a combination of the above-listed fields may substitute for one year of the required experience).

### **Necessary Special Qualifications: Applicants for this class must:**

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 background check.
5. 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.
6. Possess a valid motor vehicle operator's license at the time of appointment in some positions.

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

## **PROBATION/PAROLE DISTRICT DIRECTOR**

**SUMMARY:** Under general supervision, is responsible for managerial probation/parole work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the third supervisory class in the Probation/Parole Officer sub-series. An employee in this class manages all probation and parole services for a district of the state. This class supervises and differs from Probation/Parole Deputy District Director in that an incumbent of the latter functions as a second level supervisor of subordinate probation and/or parole staff and assists in the management of a Probation/Parole district.

### **MINIMUM QUALIFICATIONS:**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full-time professional-level work in one or more of the following: probation/parole, counseling, social work, criminal investigations, or law, of which three years must be at a lead or supervisory level in probation/parole work.

**Substitution of Education for Experience:** Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience 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).

### **Necessary Special Qualifications: Applicants for this class must:**

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
5. 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
6. Possess a valid motor vehicle operator's license at the time of appointment in some positions.

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

## **PROBATION/PAROLE OFFICER 1**

**SUMMARY:** Under immediate supervision, is responsible for entry level professional probation and parole work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level class in the Probation/Parole Officer sub-series. An employee in this class receives a variety of on-the-job training in theory and techniques to be applied to both probation and parole counseling work. Initially, work is closely supervised, but as knowledge and experience are gained, supervision becomes more general. This class differs from Probation/Parole Officer 2 in that an incumbent of the latter functions at the working level.

\*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

### **MINIMUM QUALIFICATIONS:**

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

### **Necessary Special Qualifications:**

Applicants for this class must:

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
5. 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
6. Possess a valid motor vehicle operator's license at the time of appointment in some positions.

**EXAMINATION METHOD:** Written Test, 100%, for Career Service positions.

## PROBATION/PAROLE OFFICER 2

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

**DISTINGUISHING FEATURES:** \*This is the working level class in the Probation/Parole Officer sub-series. An employee in this class supervises a caseload of probationers and/or parolees. This class is flexibly staffed with and differs from Probation/Parole Officer 1 in that an incumbent of the latter performs entry-level work. This class differs from Probation/Parole Officer 3 in that an incumbent of the latter is responsible for leading others in probation and/or parole work.

### MINIMUM QUALIFICATIONS:

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional level experience in one or more of the following: probation/parole, counseling, social work, investigative, or legal experience.

**Substitution of Education for Experience:** Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience to a maximum of one year (e.g., an additional 36 graduate quarter hours in one or a combination of the above-listed fields may substitute for one year of the required experience).

### 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 background check.
5. 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.
6. Possess a valid motor vehicle operator's license at the time of appointment in some positions.
7. Certain positions require that employees meet qualification standards and maintain job and performance certifications related to training programs, POST Certification, and other specialized duty requirements necessary to perform the specialized duties of the position.

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

### PROBATION/PAROLE OFFICER 3

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

**DISTINGUISHING FEATURES:** This is the lead or minor supervisory class in the Probation/Parole Officer sub-series. An employee in this class leads or may supervise a small staff of subordinates in probation and/or parole work. This class differs from that of Probation/Parole Officer 2 in that an incumbent of the latter functions at the working level. This class differs from the Probation/Parole Manager in that an incumbent of the latter supervises a moderate sized probation and/or parole office staff.

#### **MINIMUM QUALIFICATIONS:**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time professional level experience in one or more of the following: probation/parole, counseling, social work, investigative, or legal experience.

**Substitution of Education for Experience:** Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience to a maximum of two years (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

#### **Necessary Special Qualifications: Applicants for this class must:**

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.
5. 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.
6. Possess a valid motor vehicle operator's license at the time of appointment in some positions.
7. Certain positions require that employees meet qualification standards and maintain job and performance certifications related to Training Programs, Post Certification, and other specialized duty requirements necessary to perform the specialized duties of the positions.

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

## WORKERS' COMPENSATION SPECIALIST 1

**SUMMARY:** Under general supervision, is responsible for workers' compensation claims work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class facilitates communication and resolution of disputes regarding temporary disability benefits and medical benefits for workers' compensation claims. This class differs from Workers' Compensation Specialist 2 in that an incumbent of the latter issues orders for temporary disability and medical benefits, and conducts benefit review conferences to mediate and resolve disputed workers' compensation claims.

### MINIMUM QUALIFICATIONS:

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; or providing professional health care or vocational rehabilitation services for clients.

**Substitution of Experience for Education:** Additional qualifying experience as described above may substitute for the required education to a maximum of four years.

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university with emphasis in business administration and management, criminal justice, labor/industrial relations, health care administration, insurance and risk management, law, occupational therapy, physical therapy, medicine, paralegal studies, political science, and/or public administration may substitute for the required experience on a month-for-month basis to a maximum of two years (e.g., 36 quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience with the exception of law, in which 28 quarter hours may substitute for one year of the required experience).

**OR**

Graduation from an approved school of law with a Doctor of Jurisprudence degree.

**OR**

Graduation from an accredited college or university with a doctorate degree with emphasis in business administration and management, criminal justice, labor/industrial relations, health care administration, insurance and risk management, occupational therapy, physical therapy, medicine, political science, and/or public administration.

**Necessary Special Qualifications:** Must be eligible to become a notary public. A valid motor vehicle operator's license may be required for employment.

**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.

## WORKERS' COMPENSATION SPECIALIST 2

**SUMMARY:** Under general supervision, is responsible for workers' compensation claims mediation work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class investigates workers' compensation disputes, gathers information needed to resolve such disputes, attempts to reach agreement on disputed issues, determines when temporary disability or medical benefits are owed, and issues binding Orders for same when appropriate. Work also includes conducting benefits review conferences to mediate disputed workers' compensation claims and providing guidance to Workers' Compensation Specialist 1 employees. This class differs from Workers' Compensation Specialist 1 in that an incumbent of the latter does not issue binding orders for benefits and does not conduct benefit review conferences. This class differs from Workers' Compensation Specialist 3 in that an incumbent of the latter handles more complex cases, evaluates settlements negotiated in benefit review conferences, and may approve or reject such settlements.

### MINIMUM QUALIFICATIONS:

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; or providing professional health care or vocational rehabilitation services for clients.

**Substitution of Experience for Education:** Additional qualifying experience as described above may substitute for the required education to a maximum of four years.

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university with emphasis in business administration and management, criminal justice, labor/industrial relations, health care administration, insurance and risk management, law, occupational therapy, physical therapy, medicine, paralegal studies, political science, and/or public administration may substitute for the required experience on a month-for-month basis to a maximum of two years (e.g., 36 quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience with the exception of law, in which 28 quarter hours may substitute for one year of the required experience).

**OR**

Graduation from an approved school of law with a Doctor of Jurisprudence degree and experience equivalent to one year of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; or providing professional health care or vocational rehabilitation services for clients.

**OR**

Graduation from an accredited college or university with a doctorate degree with emphasis in business administration and management, criminal justice, labor/industrial relations, health care administration, insurance and risk management, occupational therapy, physical therapy, medicine, political science, and/or public administration and experience equivalent to one year of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; or providing professional health care or vocational rehabilitation services for clients.

**Necessary Special Qualifications:** Must be eligible to become a notary public. A valid motor vehicle operator's license may be required for employment.

**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.

### WORKERS' COMPENSATION SPECIALIST 3

**SUMMARY:** Under general supervision, is responsible for workers' compensation claims mediation work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class handles complex issues related to workers' compensation benefits and serves as a resource to less experienced staff. Work includes evaluating and resolving settlements negotiated in benefit review conferences. This class differs from Workers' Compensation Specialist 2 in that an incumbent of the latter handles issues of lesser scope and/or complexity and works under close supervision. This class differs from Workers' Compensation Specialist 4 in that the incumbent of the latter is a licensed attorney who conducts or oversees hearings to determine compensability and/or entitlement of benefits, conducts the majority of settlement approvals, and serves as a resource for Benefit Review Program on legal issues.

#### MINIMUM QUALIFICATIONS:

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; or providing professional health care or vocational rehabilitation services for clients.

**Substitution of Experience for Education:** Additional qualifying experience as described above may substitute for the required education to a maximum of four years.

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university with emphasis in business administration and management, criminal justice, labor/industrial relations, health care administration, insurance and risk management, law, occupational therapy, physical therapy, medicine, paralegal studies, political science, and/or public administration may substitute for the required experience on a month-for-month basis to a maximum of two years (e.g., 36 quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience with the exception of law, in which 28 quarter hours may substitute for one year of the required experience).

**OR**

Graduation from an approved school of law with a Doctor of Jurisprudence degree and experience equivalent to two years of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; or providing professional health care or vocational rehabilitation services for clients.

**OR**

Graduation from an accredited college or university with a doctorate degree with emphasis in business administration and management, criminal justice, labor/industrial relations, health care administration, insurance and risk management, occupational therapy, physical therapy, medicine, political science, and/or public administration and experience equivalent to two years of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; advising or representing clients through legal arbitration; or providing professional health care or vocational rehabilitation services for clients.

**Necessary Special Qualifications:** Must be eligible to become a notary public. A valid motor vehicle operator's license may be required for employment.

**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.