

**STATE OF TENNESSEE
DEPARTMENT OF HUMAN RESOURCES
JUNE 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
Correctional Farm Crew Leader 1 (G,P)	64231	\$23,304 - \$37,272
Correctional Farm Crew Leader 2 (G,P)	64232	\$25,320 - \$40,500
Correctional Farm Crew Leader 3 (G,P)	64233	\$27,504 - \$44,004
Correctional Industries Sales Representative (G)	07240	\$25,320 - \$40,500
Correctional Industries Supervisor 2 (G,P)	62572	\$24,288 - \$38,868
Correctional Industries Supervisor 3 (G,P)	62573	\$27,504 - \$44,004
Facilities Supervisor (G)	62690	\$27,504 - \$44,004
Long Distance Hauler (G)	64515	SPECIAL
THP Lieutenant (A,Q)	38633	\$47,340 - \$70,356
THP Sergeant (A,Q)	38632	\$40,428 - \$60,084

LEGEND

- A Job classification will have a change in MINIMUM QUALIFICATIONS June 26, 2008.**
- B A REGISTER will be ESTABLISHED effective.
- C Register will be ABOLISHED and REESTABLISHED effective.
- D Job classification will be ABOLISHED.
- E Job classification will have a TITLE CHANGE effective.
- 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 June 26, 2008.**
- 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.
- 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.**

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 FARM CREW LEADER 1

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

DISTINGUISHING FEATURES: An employee in this class supervises a small crew of inmates in work on a state correctional farm. An employee is responsible for work in such areas as row crop production, livestock production, dairy operations, and feed meal operations. This class differs from that of Correctional Farm Crew Leader 2 in that an incumbent of the latter is responsible for supervising Correctional Farm Crew Leaders 1 and inmates or provides specialized technical advice as to disease control of the livestock or the proper planting, cultivating, and harvesting of crops.

MINIMUM QUALIFICATIONS:

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: farm work, adult inmate supervision in a correctional setting; food inspection; dairy inspection; or dairy processing.

Substitution of Experience for Education: Qualifying experience in farm work; adult inmate supervision in a correctional setting; food inspection; dairy inspection; or dairy processing may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in the above listed field may substitute for one year of the required education).

Substitution of College Education for Experience: Course work credit received from an accredited college or university may be substituted for the required experience on a month for month basis to a maximum of two years (e.g., 45 quarter hours with at least nine quarter hours in agriculture may substitute for one year of the required experience; 90 quarter hours with at least 18 quarter hours in agriculture may substitute for two years of the required 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.

CORRECTIONAL FARM CREW LEADER 2

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

DISTINGUISHING FEATURES: An employee in this class supervises Correctional Farm Crew Leaders 1 and inmates in farming work or provides specialized technical advice as to disease control of the livestock or the proper planting, cultivating, and harvesting of crops. This class differs from Correctional Farm Crew Leader 1 in that an incumbent of the latter supervises a crew of inmates performing a variety of farm work. This class differs from that of Correctional Farm Manager 1 in that an incumbent of the latter supervises correctional farm crew leaders and is responsible for the overall operation of a small correctional farm.

MINIMUM QUALIFICATIONS:

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time work in one or a combination of the following: farm work, adult inmate supervision in a correctional setting; food inspection, dairy inspection, or dairy processing, including at least one year of supervisory or managerial experience in one of the above mentioned farming, food inspection, dairy inspection, or dairy processing fields.

Substitution of Experience for Education: Qualifying experience in farm work, adult inmate supervision in a correctional setting, food inspection, dairy inspection, or dairy processing may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in the above listed field may substitute for one year of the required education).

Substitution of College Education for Experience: Course work credit received from an accredited college or university may be substituted for the required experience on a month for month basis to a maximum of two years (e.g., 45 quarter hours with at least nine quarter hours in agriculture may substitute for one year of the required experience; 90 quarter hours with at least 18 quarter hours in agriculture may substitute for two years of the required experience), there being no substitution for the one year of required supervisory or managerial 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.

CORRECTIONAL FARM CREW LEADER 3

SUMMARY: Under direction, is responsible for farm management work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class either manages a small institutional farm or assists in the management of a large, complex institutional farm. Work involves supervising subordinate Correctional Farm Crew Leaders and inmates in crop production, feed mill operation, dairy, livestock and chicken house production as well as administrative duties including budget preparation and monitoring, scheduling work, and preparing reports. This class differs from Correctional Farm Crew Leader 2 in that an incumbent of the latter supervises Correctional Farm Crew Leader 1's and inmates in farming work, or provides specialized technical advice as to disease control of livestock or the proper planting, cultivation, and harvesting of crops. This class differs from Correctional Farm Manager in that an incumbent of the latter manages the operation of a large, complex institutional farm.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to four years of full-time work in one or a combination of the following: farm work; adult inmate supervision in a correctional setting; food inspection; dairy inspection; or dairy processing, including at least two years of supervisory or managerial experience in one of the above mentioned farming, food inspection, dairy inspection, or dairy processing fields.

Substitution of Experience for Education: Qualifying experience in farm work; adult inmate supervision in a correctional facility; food inspection; dairy inspection; or dairy processing 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 field may substitute for one year of the required education).

Substitution of College Education for Experience: Course work credit received from an accredited college or university may be substituted for the required experience on a month for month basis to a maximum of two years (e.g., 45 quarter hours with at least nine quarter hours in agriculture may substitute for one year of the required experience; 90 quarter hours with at least 18 quarter hours in agriculture may substitute for two years of the required experience), there being no substitution for two years of required supervisory or managerial 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.

CORRECTIONAL INDUSTRIES SALES REPRESENTATIVE

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

DISTINGUISHING FEATURES: An employee in this class is responsible for obtaining and increasing business opportunities for the Tennessee State Correctional Industries.

MINIMUM QUALIFICATIONS:

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to four years of responsible full-time sales work; additional pertinent coursework at an accredited college or university may be substituted for the required experience on a year-for-year basis; additional qualifying experience may be substituted for the required education, on a year-for-year basis.

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

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.

CORRECTIONAL INDUSTRIES SUPERVISOR 2

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

DISTINGUISHING FEATURES: An employee in this class is responsible for supervising Correctional Industries Supervisors on an assigned shift. This class differs from that of Correctional Industries Supervisor 2 in that an incumbent of the latter is responsible for supervising a small staff of Correctional Industries Supervisors 1 and is supervised by an incumbent of this class. This class differs from that of Correctional Industries Supervisor 4 in that an incumbent of the latter is responsible for supervising incumbents of this class on two or more assigned shifts.

MINIMUM QUALIFICATIONS:

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time manufacturing or industrial work; additional qualifying coursework at a vocational, technical, or trade school may be substituted for the required experience on a year-for-year basis; 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.

CORRECTIONAL INDUSTRIES SUPERVISOR 3

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

DISTINGUISHING FEATURES: An employee in this class is responsible for supervising Correctional Industries Supervisors on an assigned shift. This class differs from that of Correctional Industries Supervisor 2 in that an incumbent of the latter is responsible for supervising a small staff of Correctional Industries Supervisors 1 and is supervised by an incumbent of this class. This class differs from that of Correctional Industries Supervisor 4 in that an incumbent of the latter is responsible for supervising incumbents of this class on two or more assigned shifts.

MINIMUM QUALIFICATIONS:

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time manufacturing or industrial work; additional qualifying coursework at a vocational, technical, or trade school may be substituted for the required experience on a year-for-year basis; 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.

FACILITIES SUPERVISOR

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

DISTINGUISHING FEATURES: An employee in this class supervises a moderate-sized staff of building maintenance and skilled craft workers performing carpentry, electrical, plumbing, painting, boiler operation and related duties; and acts as the assistant to the facilities maintenance manager at a large facility or supervises a crew of workers performing roving maintenance at several facilities. This class differs from that of Facilities Manager 1 in that an incumbent of the latter is in charge of maintenance at a moderate-sized facility and may supervise Facilities Supervisors.

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 and skilled full-time building maintenance or construction work in one or more of the following areas: carpentry, plumbing, electrical, painting, masonry, heating, ventilating, refrigeration, or other related area, including at least one year of lead or supervisory experience; qualifying fulltime building maintenance or construction work may be substituted for the required education on a year-for-year basis, to a maximum of two years.

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

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.

LONG DISTANCE HAULER

SUMMARY: Under general supervision, performs long distance intra and inter-state hauling work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class operates a tractor and trailer rig and loads, transports, and unloads cargo such as correctional industries products and surplus property.

MINIMUM QUALIFICATIONS:

Education and Experience: Experience equivalent to three years of responsible full-time operation of tractor-trailer rigs.

Necessary Special Qualifications: A valid State of Tennessee Chauffeur's License is required.

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.

THP LIEUTENANT

SUMMARY: Under general supervision, is responsible for supervisory highway patrol work of considerable difficulty or is assigned to perform considerably difficult highway patrol-related staff work; and performs related work as required.

DISTINGUISHING FEATURES: This is the second supervisory class in the Highway Patrol sub-series. An employee in this class is responsible for acting as shift supervisor for a decentralized staff, performing public assistance, public protection, crime prevention, state/federal law enforcement, defendant prosecution, and related Highway Patrol work in an assigned Highway Patrol district, or under changing shift conditions, frequently is responsible for shift supervision of all Highway Patrol operations in a Highway Patrol district, or is assigned to perform considerably difficult Highway Patrol related staff work. This class differs from THP Sergeant in that and incumbent of that latter performs in the first supervisory class responsible for a small segment of the Highway Patrol district. This class differs from that of THP Captain in that an incumbent of the latter performs in the first highway patrol managerial class, responsible for managing all Highway Patrol operations in a district.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited two-year college or technical institute and substantial (five or more years of) increasingly responsible highway patrol experience or commercial motor vehicle regulatory experience with the State of Tennessee, including at least two years as a THP Sergeant or CVE Sergeant.

Substitution of Experience for Education: Qualifying full-time highway patrol experience or commercial motor vehicle regulatory experience with the State of Tennessee may be substituted for the required education on a year-for-year basis to a maximum of two years.

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 twenty-one (21) 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. have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses
12. possess a valid motor vehicle operator's license at the time of appointment in some positions
13. possess a valid North American Standard Commercial Vehicle Inspection Certification in some positions
14. If assigned flight duty, must possess an applicable commercial pilot's license
15. upon appointment, successfully complete a prescribed course of instruction at the Department of Safety Training Center or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Written Test, 50%, and Oral Interview, 50%, for Career Service positions.

THP SERGEANT

SUMMARY: Under general supervision, is responsible for supervisory highway patrol work of average difficulty or is assigned to perform highway patrol-related staff work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first supervisory class in the Highway Patrol sub-series. An employee in this class is responsible for daily supervision of staff performing public assistance, public protection, crime prevention, state/federal law enforcement, defendant prosecution, and related Highway Patrol work in an assigned Highway Patrol district or is assigned to perform Highway Patrol related staff work of average difficulty. This class differs from Trooper in that an incumbent of the latter performs in an entry-working capacity. This class differs from THP Lieutenant in that an incumbent of the latter performs as shift supervisor, responsible for a large segment of a Highway Patrol district or under changing shift conditions may be responsible for all Highway Patrol operations in a Highway Patrol district.

MINIMUM QUALIFICATIONS:

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to substantial (five or more years of) responsible highway patrol work or commercial motor vehicle regulatory work with the State of Tennessee.

Substitution of Education for Experience: Graduation from an accredited two-year college or technical institute may be substituted for the required experience on a year-for-year basis to a maximum of two years.

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 twenty-one (21) 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. have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses
12. possess a valid motor vehicle operator's license at the time of appointment in some positions
13. possess a valid North American Standard Commercial Vehicle Inspection Certification in some positions
14. If assigned flight duty, must possess an applicable commercial pilot's license
15. upon appointment, successfully complete a prescribed course of instruction at the Department of Safety Training Center or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Written Test, 50%, and Oral Interview, 50%, for Career Service positions.