

**STATE OF TENNESSEE
DEPARTMENT OF HUMAN RESOURCES
DECEMBER 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
Graduate Trainee (A)	73200	Special
Information Systems Specialist 4 (G)	75559	Special
Revenue Regulatory Officer (K)	38650	\$29,904 - \$47,844
State Photographer 1 (G)	93891	\$24,288 - \$38,868

LEGEND

- A** Job classification will have a change in **MINIMUM QUALIFICATIONS** December 28, 2007.
- B** A NEW CLASSIFICATION and 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 December 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 December 28, 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%.

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).

GRADUATE TRAINEE

SUMMARY: Under immediate supervision, performs professional or technical level trainee work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs on a full-time basis a set of trainee duties in a specific field, learning to plan and/or implement services for a state agency. Supervision is initially close, but as an incumbent learns procedures and practices, supervision becomes more general. The employee will be eligible for career service status after successful completion of a six-month probationary period.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree or higher and completion of at least four hundred (400) internship or practicum hours with the State of Tennessee within a three-year time period preceding the employment application.

Necessary Special Qualifications: A valid motor vehicle operator license is required for some positions.

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

INFORMATION SYSTEMS SPECIALIST 4

SUMMARY: Under general supervision, performs information systems analysis, design and consulting work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead-level class in the Information Systems Specialist series. An employee in this class acts as a team leader of systems development projects. This includes the management of contracted service projects and the coordination of staff involved in all systems design and development projects. This job class is distinguished from the Information Systems Specialist 3 in that an incumbent of the latter does not lead a project team.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and five years of professional level experience in any one of the following areas: (1) the analysis, design, or programming of mainframe computers, minicomputers, microcomputers, other information systems, or business systems; or (2) teaching the methodology for analyzing or developing information systems; or (3) managing employees who analyze, design, or program mainframe computers, minicomputers, microcomputers, other information systems, or business systems; one year of the above listed experience must include any consultative, lead or supervisory experience over projects concerned with the development of mainframe computers, minicomputers, microcomputers, or other information systems (i.e., non-substitutable experience).

OR

Substitution of experience for education: Professional-level experience in any one of the following areas may substitute for the required college degree on a year-for-year basis, to a maximum of four years: (1) the analysis, design, or programming of mainframe computers, minicomputers, microcomputers, other information systems, or business systems; or (2) teaching the methodology for analyzing or developing information systems; or (3) managing employees who analyze, design, or program mainframe computers, minicomputers, microcomputers, other information systems, or business 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 education for the required experience: Any graduate coursework in management information systems, business data processing, business systems analysis, computer and information systems, management science, or computer education may substitute for the required experience on a year-for-year basis, to a maximum of one year (thirty-six graduate quarter hours or a master's degree in the above listed educational field is equivalent to one year of experience).

OR

Two years of experience as an Information Systems Specialist 3 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 Qualifications, and Examination Method are determined by the appointing authority.

REVENUE REGULATORY OFFICER

SUMMARY: Under general supervision, is responsible for conducting inspections and investigations to determine unlawful trade practices of motor fuel, tobacco, and beer; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class conducts inspections and investigations of retail establishments and transport companies to ensure compliance to tax laws, rules, and regulations involving motor fuel, tobacco, and beer sold and/or used in Tennessee. This class differs from classifications in the Revenue Special Agent series in that incumbents of the latter conduct professional audits and criminal investigations on businesses or individuals violating Tennessee revenue laws, rules, and regulations, and are assisted by employees in this class to prepare criminal cases as necessary.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and qualifying experience equivalent to one year of full-time work in one or a combination of the following: 1) professional or paraprofessional level investigative experience dealing with tax compliance, 2) professional experience involving financial accounting or auditing, 3) criminal investigations, or 4) experience dealing with the inspection of establishments which deal with alcohol, tobacco, or gas products.

Substitution of Experience for Education: Experience in one or a combination of the following areas may be substituted for the required education on a year-for-year basis to a maximum of four years: 1) professional or paraprofessional level investigative experience dealing with tax compliance, 2) professional experience involving financial accounting or auditing, 3) criminal investigations, or 4) experience dealing with the inspection of establishments which deal with alcohol, tobacco, or gas products.

Substitution of Education for Experience: Additional graduate course work in one or a combination of the following may be substituted for the required experience on a year-for-year basis, to a maximum of one year: (1) accounting; (2) business administration; (3) criminal justice; (4) criminology, or (5) finance (e.g., 36 graduate quarter hours in accounting may substitute for one year of required experience).

OR

One year of experience as a Revenue Audit Technician in the Department of Revenue with the State of Tennessee.

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.) Possess a valid motor vehicle operator's license at the time of appointment.
- (6.) Have a motor vehicle available for use in performance of job duties in some positions.
- (7.) Upon appointment, successfully complete the certification process to take dyed fuel samples.

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

STATE PHOTOGRAPHER 1

SUMMARY: Under general supervision, performs photographic work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class provides photographic services in areas such as news, travel, portrait and industry. Work involves copy work in black and white and color, basic studio portrait and product photography, black and white film processing and printing, and other darkroom work when necessary. This class differs from that of State Photographer 2 in that an incumbent of the latter is responsible for picture editing and layout, design of multiple picture layouts, multiple lighting techniques and location advertising.

Education and Experience: Graduation from an accredited college or university with a bachelor's degree, with emphasis in photography; qualifying full-time increasingly responsible and skilled photographic work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience including Supplemental Application, 30%, and Portfolio, 70%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.