

**STATE OF TENNESSEE**  
**DEPARTMENT OF HUMAN RESOURCES**  
**OCTOBER 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
Auditing Associate (A, I)	75210	\$32,484 - \$51,960
Chaplain 1 – Psychiatric (A)	78871	\$27,504 - \$44,004
Chaplain 2 – Psychiatric (A)	78872	\$33,888 - \$54,228
Chaplain 3 – Psychiatric (A)	78873	\$35,400 - \$56,664
Chaplain Intern (A)	78870	Special
Correctional Compliance Manager (B)	45720	\$29,904 – 47,844
Food Service Director 1 (D)	77361	--
Food Service Director 2 (D)	77362	--
Graduate Trainee (A, C)	73200	Special
Mental Health Program Specialist 1 (A)	72231	\$26,376 - \$42,192
Mental Health Program Specialist 2 (A)	72232	\$31,128 - \$49,800
Mental Health Program Specialist 3 (A)	72233	\$33,888 - \$54,228
Museum Program Assistant (K)	06121	\$23,304 - \$37,272
Museum Program Coordinator (K)	06123	\$26,376 - \$45,192
Sentence/Docketing Analyst 1 (A, E) (Formerly Sentence Analyst 1)	78101	\$26,376 - \$42,192
Sentence/Docketing Analyst 2 (A, E) (Formerly Sentence Analyst 2)	78102	\$29,904 - \$47,844
Sentence/Docketing Management Supervisor (A)	78103	\$33,888 - \$54,228
TBI Special Agent-Criminal Investigator 1 (A, C, P)	38691	Special
Vocational Rehabilitation Counselor 2 (A)	79932	\$27,504 - \$44,004

**LEGEND**

- A** Job classification will have a change in MINIMUM QUALIFICATIONS effective October 30, 2007.
- B** A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective October 30, 2007.
- C** Register will be ABOLISHED and REESTABLISHED effective October 30, 2007.
- D** Job classification will be ABOLISHED October 30, 2007.
- E** Job classification will have a TITLE CHANGE effective October 30, 2007.
- F** Job classification will have a change in SALARY effective.
- 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 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 September 28, 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.

## **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).

## AUDITING ASSOCIATE

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

**DISTINGUISHING FEATURES:** This is an entry level professional class, which is flexibly staffed with the working level classes including Unemployment Accounts Auditor 2 and Tax Auditor 2. Supervision is initially close, but as an incumbent learns procedures and practices, supervision becomes more general. This class differs from the next higher classes in that incumbents of the latter function at the working level under general supervision.

\*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, including twenty-seven quarter hours in accounting; qualifying full-time professional experience in accounting or auditing may be substituted for the required education, on a year-for-year basis, to a maximum of four years;

### OR

nine quarter hours of college coursework in accounting and three years of experience as an Accounting Technician or Revenue Audit Technician with the State of Tennessee in revenue or unemployment compensation operations; additional college coursework in accounting may be substituted for the required experience at the rate of nine quarter hours for one year of experience with a maximum substitution of eighteen quarter hours for two years of experience.

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

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

## CHAPLAIN 1-PSYCHIATRIC

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

**DISTINGUISHING FEATURES:** \*This is the entry-working level class in the Chaplain sub-series. Employees are responsible for providing pastoral services to patients in a mental health setting, inmates in a correctional setting, their families, or any other person who needs the assistance of a Psychiatric Chaplain. This class is flexibly staffed with Chaplain Intern and differs in that an incumbent of the latter functions as a pastoral intern. This class differs from the Chaplain 2 - Psychiatric in that an incumbent of the latter directs the pastoral functions as the only residential chaplain in an institution. This class functions under the supervision of Chaplain 3 Psychiatric.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Possession of a master's degree from an accredited college or university in divinity, theology, or religious studies and experience equivalent to two years of full-time professional pastoral work.

**Substitution for the Required Master's Degree:** Additional professional pastoral experience may substitute for the required graduate education on a year-for-year basis. (Two years experience is required to completely substitute for the master's degree.)

**Substitution of Specialized Training for Experience:** Completion of the Basic unit in an accredited Clinical Pastoral Education Program (i.e., CPE - Basic) may substitute for one year of the required experience.

**Substitution of Education for Experience:** Graduate course work in divinity, theology, or religious studies may substitute for the required experience on a year-for-year basis to a maximum of two years. (36 quarter hours of study equals one year of experience.)

**Substitution for the Required Bachelor's Degree:** Additional professional pastoral experience may substitute for the required undergraduate education on a year-for-year basis to a maximum of two years.

### OR

One year of experience as a Chaplain Intern with the State of Tennessee.

**Necessary Special Qualifications:** Applicant must have a current ordination or endorsement by their religious faith community.

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

## CHAPLAIN 2 – PSYCHIATRIC

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

**DISTINGUISHING FEATURES:** An incumbent in this class directs pastoral services as the only residential chaplain at an institution in a mental health or correctional setting. This class differs from Chaplain 1 - Psychiatric in that an incumbent of the latter acts in an entry working level capacity. This class differs from Chaplain 3 - Psychiatric in that an incumbent of the latter directs pastoral services and supervises other chaplains.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Possession of a master's degree from an accredited college or university in divinity, theology, or religious studies and experience equivalent to three years of full-time professional pastoral work.

**Substitution for the Required Master's Degree:** Additional professional pastoral experience may substitute for the required graduate education on a year-for-year basis. (Two years experience is required to completely substitute for the master's degree.)

**Substitution of Specialized Training for Experience:** Completion of the Basic level in an accredited Clinical Pastoral Education Program (i.e., CPE - Basic) may substitute for one year of the required experience.

**OR**

**Substitution of Education for Experience:** Graduate coursework in divinity, theology, or religious studies may substitute for the required experience on a year-for-year basis to a maximum of two years. (36 quarter hours of study equals one year of experience.)

**Substitution for the Required Bachelor's Degree:** Additional professional pastoral experience may substitute for the required undergraduate education on a year-for-year basis to a maximum of two years.

**OR**

Two years of full-time professional pastoral work with the State of Tennessee.

**Necessary Special Qualifications:** Applicant must have a current ordination or endorsement by their religious faith community.

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

## CHAPLAIN 3 – PSYCHIATRIC

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

**DISTINGUISHING FEATURES:** This is the highest class in the Chaplain sub-series responsible for providing pastoral services in a mental health or correctional setting. This class differs from the Chaplain 2 - Psychiatric in that an incumbent of the latter directs pastoral services as the only residential chaplain in an institution, whereas the Chaplain 3 - Psychiatric directs pastoral services and supervises other chaplains.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Possession of a master's degree from an accredited college or university in divinity, theology, or religious studies and experience equivalent to three years of full-time professional pastoral work, including at least one year in an institutional setting (e.g., correctional, mental health, military, hospital.)

**Substitution for the Required Master's Degree:** Additional professional pastoral experience may substitute for the required graduate education on a year-for-year basis. (Two years experience is required to completely substitute for the master's degree.)

**Substitution of Specialized Training for Experience:** Completion of the Basic level in an accredited Clinical Pastoral Education Program (i.e., CPE - Basic) may substitute for one year of the required experience, there being no substitution for the required year of institutional experience.

**Substitution of Education for Experience:** Graduate course work in divinity, theology, or religious studies may substitute for the required experience on a year-for-year basis to a maximum of two years. (36 quarter hours of study equals one year of experience.)

**Substitution for the Required Bachelor's Degree:** Additional professional pastoral experience may substitute for the required undergraduate education on a year-for-year basis to a maximum of two years.

### OR

Three years of full-time professional pastoral work with the State of Tennessee.

**Necessary Special Qualifications:** Applicant must have current ordination or endorsement by their religious faith community.

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

## CHAPLAIN INTERN

**SUMMARY:** Under immediate supervision, is responsible for performing pastoral intern work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the intern level class in the Chaplain sub-series. Employees are learning to provide pastoral services to patients in a mental health setting, inmates in a correctional setting, their families, or any other person who needs the assistance of a Psychiatric Chaplain. This class differs from the Chaplain 1 - Psychiatric in that an incumbent of the latter is functioning in an entry-working level capacity.

\*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 training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Possession of a master's degree from an accredited college or university in divinity, theology, or religious studies.

**Substitution for the Required Master's Degree:** Professional pastoral experience may substitute for the required graduate education on a year-for-year basis. (Two years experience is required to completely substitute for the master's degree.)

**Substitution of Education for Experience:** Graduate course work in divinity, theology, or religious studies may substitute for the required experience on a year-for-year basis to a maximum of two years. (36 quarter hours of study equals one year of experience.)

**Substitution for the Required Bachelor's Degree:** Additional professional pastoral experience may substitute for the required undergraduate education on a year-for-year basis to a maximum of two years.

**Necessary Special Qualifications:** Applicant must have current ordination or endorsement by their religious faith community.

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

## CORRECTIONAL COMPLIANCE MANAGER

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

**DISTINGUISHING FEATURES:** An employee in this class monitors the performance of employees in all operational areas at a correctional institution and their compliance with departmental policies and procedures. Work involves receiving, interpreting, and distributing new departmental policies and directives, conducting on-site audits of operational areas, and serving on institutional boards and committees.

### 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 work in a state or federal adult correctional facility.

**Substitution of Experience for Education:** Qualifying state or federal adult correctional institution experience may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in a state or federal adult correctional facility may substitute for one year of the required education).

**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 by the appointing authority.
- 4) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint-based criminal history records check.
- 5) submit to and pass a pre-employment screening test for illegal drugs.
- 6) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Corrections Academy.

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

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## 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:** Completion of a post-secondary degree from an accredited college or university 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.

## **MENTAL HEALTH PROGRAM SPECIALIST 1**

**SUMMARY:** Under immediate supervision, is responsible for professional mental health staff advisory and coordinative work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level class in the Mental Health Program Specialist sub-series. An employee in this class may be assigned to the central Mental Health office or to a mental health or correctional site in the field where the individual learns to perform program monitoring, the giving of advice in order to attain adherence to pertinent law, rules, and regulations, and the proper dissemination of information on policy and procedure to program staff to assure the opportunity for the attainment of congruence of program with policy. This class differs from that of Mental Health Program Specialist 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 in a social or behavioral science or other mental health related field and experience equivalent to three years of full-time responsible professional mental health program or staff work.

**Substitution of Experience for Education:** Qualifying full-time professional mental health program or staff experience 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 the above area may substitute for one year of the required education).

**Substitution of Education for Experience:** Additional graduate coursework in a social or behavioral science or other mental health related field may be substituted for the required experience on a year-for-year basis, to a maximum of three 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).

**Substitution of Education for Experience:** Tennessee licensure or certification at the master's or doctoral level in psychology, counseling, social work, or other mental health related field may be substituted for one year of the required experience.

**Note:** *In order to receive proper credit, please provide proof of licensure or certification.* **Necessary Special Qualifications:** Candidates for positions with the Tennessee Department of Corrections are required upon appointment to be licensed or certified in a mental health related field at the master's or doctoral level.

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

## MENTAL HEALTH PROGRAM SPECIALIST 2

**SUMMARY:** Under general supervision, is responsible for professional mental health staff advisory and coordinative work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** \*This is the working class in the Mental Health Program Specialist sub-series. An employee in this class may be assigned to the central mental health office or to a mental health or correctional site in the field where the individual assists in performing program monitoring, the giving of advice in order to attain adherence to pertinent laws, rules, and regulations and the proper dissemination of information on policy and procedure to program staff, to assure the opportunity for the attainment of congruence of program with policy and procedure. This class is flexibly staffed with and differs from that of Mental Health Program Specialist 1 in that an incumbent of the latter performs work at the entry level. This class differs from that of Mental Health Program Specialist 3 in that an incumbent of the latter performs work of considerable difficulty in a program specialty having statewide implications of significant impact.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in a social or behavioral science or other mental health related field and experience equivalent to four years of full-time professional mental health program or staff work.

**Substitution of Experience for Education:** Qualifying full-time professional mental health program or staff experience 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 the above area may substitute for one year of the required education).

**Substitution of Education for Experience:** Additional graduate coursework in a social or behavioral science or other mental health related field may be substituted for the required experience on a year-for-year basis, to a maximum of three 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).

**Substitution of Education for Experience:** Tennessee licensure or certification at the master's or doctoral level in psychology, counseling, social work, or other mental health related field may be substituted for one year of the required experience.

*Note: In order to receive proper credit, please provide proof of licensure or certification.*

**Necessary Special Qualifications:** Candidates for positions with the Tennessee Department of Corrections are required upon appointment to be licensed or certified in a mental health related field at the master's or doctoral level.

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

### MENTAL HEALTH PROGRAM SPECIALIST 3

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

**DISTINGUISHING FEATURES:** This is the highest class in the Mental Health Program Specialist sub-series. An employee in this class is responsible for centralized monitoring and the giving of advice and guidance to program persons for a specified major program component or components. This class differs from that of Mental Health Program Specialist 2 in that an incumbent of the latter functions at the working level and is not responsible for duties relative to statewide programs.

#### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in a social or behavioral science or other mental health related field and experience equivalent to substantial (five or more years of ) full-time increasingly responsible professional mental health program or staff work including, at least, two years of responsible professional program monitoring work.

**Substitution of Experience for Education:** Qualifying full-time professional mental health program or staff experience 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 the above area may substitute for one year of the required education).

**Substitution of Education for Experience:** Additional graduate coursework in a social or behavioral science or mental health related field may be substituted for the required experience, on a year-for-year basis to a maximum of three years, there being no substitution for the required two years of specialized experience (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).

**Substitution of Education for Experience:** Tennessee licensure or certification at the master's or doctoral level in psychology, counseling, social work, or other mental health related field may be substituted for one year of the required experience.

**Note:** *In order to receive proper credit, please provide proof of licensure or certification.*

**Necessary Special Qualifications:** Candidates for positions with the Tennessee Department of Corrections are required upon appointment to be licensed or certified in a mental health related field at the master's or doctoral level.

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

## MUSEUM PROGRAM ASSISTANT

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

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

### MINIMUM QUALIFICATIONS

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

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

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

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

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## MUSEUM PROGRAM COORDINATOR

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

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

### MINIMUM QUALIFICATIONS

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

**Substitution of Experience for Education:** Qualifying experience in professional or paraprofessional museum work, or professional education may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

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

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

## SENTENCE/DOCKETING ANALYST 1

**SUMMARY:** Under direct supervision, performs professional sentence calculation or parole work of considerable difficulty and supervisory work of routine difficulty and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry-level, professional class in the Sentence/Docketing Analyst sub-series. An employee in this class learns to analyze sentence or parole structure, sentence calculation or parole docketing work, and sentence or parole hearing management procedures. This class differs from Sentence/Docketing Technician 3 in that incumbents of the latter verify, modify, and code computer records and lead lower level staff. This class differs from a Sentence/Docketing Analyst 2 in that incumbents of the latter perform under general supervision 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.

**Substitution of Experience for Education:** Qualifying full-time work involving sentence calculations for convicted offenders and/or parole docketing work for convicted offenders may substitute for the required education on a year-for-year basis to a maximum of four years.

### 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.

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

## SENTENCE/DOCKETING ANALYST 2

**SUMMARY:** Under general supervision, performs professional sentence calculation or parole docketing work of considerable difficulty and supervisory work of average difficulty and performs related work as required.

**DISTINGUISHING FEATURES:** \*This is the working-level, professional class in the Sentence/Docketing Analyst sub-series with the entry level being Sentence/Docketing Analyst 1. An employee in this class analyzes sentence or parole structure, sentence calculation or parole docketing work, and sentence or parole hearing management procedures. This class differs from Sentence/Docketing Analyst 1 in that incumbents of the latter are at the entry level and are learning the competencies of this level. This class differs from the Sentence/Docketing Management Supervisor in that the latter supervises a Sentence Computation Unit, a Sentence Information Services Unit, or a Parole Docketing Unit and explains, interprets, and enforces laws pertaining to sentence calculation or parole docketing.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of sentencing analysis work and /or parole docketing work for convicted offenders.

**Substitution of Experience for Education:** Qualifying full-time sentencing analysis work and /or parole docketing work for convicted offenders may substitute for the required education on a year-for-year basis to a maximum of four years.

### 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.

**EDUCATION METHOD:** Education and Experience 100% for Career Service positions

## **SENTENCE/DOCKETING MANAGEMENT SUPERVISOR**

**SUMMARY:** Under minimal supervision, performs professional sentence calculation or parole docketing work of considerable difficulty and supervisory work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the supervisory/managerial level class in the Sentence/Docketing Technician and Sentence/Docketing Analyst sub-series. An employee in this class supervises a Sentence Computation Unit, a Sentence Information Services Unit, or a Parole Docketing Unit and explains, interprets, and enforces laws and policies pertaining to sentence calculation or parole docketing. This class differs from Sentence/Docketing Analyst 2 in that an incumbent of the latter analyzes sentence or parole structure, sentence calculation or parole docketing work, and sentence or parole hearing management procedures and reports to an incumbent in this class.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of sentencing analysis work and /or parole docketing work for convicted offenders.

**Substitution of Experience for Education:** Qualifying full-time sentencing analysis work and /or parole docketing work for convicted offenders may substitute for the required education on a year-for-year basis to a maximum of four years.

### **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.

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

## **TBI SPECIAL AGENT - CRIMINAL INVESTIGATOR 1**

**SUMMARY:** Under immediate supervision, is responsible for criminal investigative work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry class in the TBI Special Agent sub-series. An employee in this class acts in a training capacity in performing minor investigations and receives increasingly responsible investigative assignments. As investigative knowledge and proficiency increases, the employee is allowed to perform relatively independently in assigned investigations. This class differs from that of TBI Special Agent Criminal Investigator 2 in that an incumbent of the latter performs assignments independently.

\*An applicant appointed to this flexibly staffed class will be promoted to the next higher class in the series after successful completion of a mandatory two-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.) 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.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (12.) upon appointment, successfully complete the Tennessee Bureau of Investigation Investigative Course and Field Training Program or a Basic Police Training and Criminal Investigative Course that includes the following coursework: interviewing and interrogation; drug enforcement training and surveillance/undercover operations; communication skills, interpersonal skills, and/or leadership skills; case organization training; basic financial crimes investigation; handling informants; and training and instructor development.

**EXAMINATION METHOD:** Computer Administered Test 70%, Experience and Education 30%, for Career Service positions.

## VOCATIONAL REHABILITATION COUNSELOR 2

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

**DISTINGUISHING FEATURES:** \*This is the working class in the Vocational Rehabilitation Counseling sub-series. An employee in this class provides services to individuals with disabilities in the selection, preparation for and planning of individual rehabilitation program and arranges services for clients. This work is performed with independence of judgement in using a wide variety of medical, social, and vocational resources in achieving objectives. This work may involve training counselors with less experience in specific assignments and performing administrative duties. This work is performed in accordance with federal regulations and departmental policies and procedures. This class is flexibly staffed with and differs from Vocational Rehabilitation Counselor 1\* in that an incumbent of the latter is learns to provide a program of vocational rehabilitation.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited four-year college or university with a bachelor's degree and one year of full-time professional-level experience in social work, counseling, clergy, education, human resources management, nursing, or full-time rehabilitation experience involved in determining eligibility criteria, counseling, or planning rehabilitation services for persons with disabilities; additional graduate coursework in vocational rehabilitation, a social science, or a behavioral science may be substituted for the required experience on a year-for-year basis, to a maximum of one year.

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