

**STATE OF TENNESSEE
DEPARTMENT OF HUMAN RESOURCES
APRIL 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
Boiler Inspector 1 (F)	36641	\$28,800 - \$46,080
Boiler Inspector 2 (F)	36642	\$33,120 - \$53,040
Boiler Inspector 3 (F)	36644	\$38,040 - \$60,840
Boiler Inspector 4 (F)	36643	\$38,040 - \$60,840
Central Stores Assistant Director (K)	75774	\$36,972 - \$59,148
Correctional Compliance Manager (K)	45720	\$29,904 - \$47,844
Dental Assistant 1 (A, C)	98641	\$18,060 - \$28,884
Dental Assistant 2 (A, C)	98642	\$19,776 - \$31,644
Elevator Inspector 1 (F)	36651	\$26,400 - \$42,240
Elevator Inspector 2 (F)	36652	\$30,360 - \$48,600
Elevator Inspector 3 (F)	36654	\$34,920 - \$55,920
Elevator Inspector 4 (F)	36653	\$40,200 - \$64,320
Financial Institutions Examiner 1 (G, J)	75203	\$32,484 - \$51,960
Geologist 1 (A)	77451	\$28,692 - \$45,888
Geologist 2 (A)	77452	\$31,128 - \$49,800
Geologist 3 (A)	77453	\$33,888 - \$54,228
Geologist 4 (A)	77454	\$36,972 - \$59,148
Geologist 5 (A)	77455	\$40,212 - \$64,332
Graduate Trainee (K)	73200	SPECIAL
Health Planner 3 (A, C)	72253	\$35,400 - \$56,664
Hospitality Manager 3 (L)	42873	\$35,400 - \$56,664
Human Resources Examinations Analyst 1 (K)	73725	\$28,692 - \$45,888
Loan Examiner 2 (G, J)	75222	\$35,400 - \$56,664
Loan Examiner 3 (G, J)	75224	\$36,972 - \$59,148
Loan Examiner 4 (G, J)	75225	\$41,832 - \$66,912
Property Utilization Assistant Director (K)	07856	\$36,972 - \$59,148
Wildlife Biologist 2 (J)	77932	\$36,576 - \$56,820
Wildlife Criminal Investigator (J)	77925	\$39,936 - \$62,052
Wildlife Manager 1 (J)	77981	\$32,052 - \$49,788
Wildlife Manager 2 (J)	77982	\$35,004 - \$54,372
Wildlife Manager 3 (J)	77983	\$39,936 - \$62,052
Wildlife Manager 4 (J)	77984	\$45,588 - \$70,812
Wildlife Officer 1 (J)	77921	\$32,052 - \$49,788
Wildlife Officer 2 (J)	77922	\$35,004 - \$54,372
Wildlife Officer Supervisor (J)	77923	\$39,936 - \$62,052

LEGEND

- A **Job classification will have a change in MINIMUM QUALIFICATIONS April 30, 2008.**
- B A REGISTER will be ESTABLISHED effective.
- C **Register will be ABOLISHED and REESTABLISHED effective April 30, 2008.**
- D Job classification will be ABOLISHED.
- E Job classification will have a TITLE CHANGE effective.
- F **Job classification will have a change in SALARY April 30, 2008.**
- G **Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective April 30, 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 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 April 30, 2008.**
- K **Job classification will be converting from “daily” status (i.e., continuous basis only) to “program” status (i.e., announced examination) effective April 30, 2008.**
- L **Job classification will be converting from EXECUTIVE SERVICE to CAREER SERVICE and a register will be established effective April 30, 2008.**
- M Job classification is converting from Competitive to Non-Competitive status effective March 25, 2008. 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).

CENTRAL STORES ASSISTANT DIRECTOR

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

DISTINGUISHING FEATURES: An employee in this class assists in directing the staff and operations of the Central Stores Division, including the supervision of purchasing, warehousing, inventory, and transportation activities. This class reports to and differs from the Central Stores Director in that the incumbent of the latter is responsible for the overall direction of the Central Stores Division.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and five years of work experience in one or a combination of the following: 1) purchasing, warehousing, or distributing goods for an organization, or 2) professional administrative experience involving activities that are primarily fiscal or budgetary in nature.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following: 1) purchasing, warehousing, or distributing goods for an organization, or 2) professional administrative experience involving activities that are primarily fiscal or budgetary in nature, 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).

OR

Education and Experience: Graduation from an accredited college or university with an associate's degree in business administration, business management, purchasing, contracts management, accounting, logistics, or materials management and five years of work experience in one or a combination of the following: 1) purchasing, warehousing, or distributing goods for an organization, or 2) professional administrative experience involving activities that are primarily fiscal or budgetary in nature.

Necessary Special Qualifications: None

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: Have a good moral character, as determined by investigation. Complete a criminal history disclosure form in a manner approved by the appointing authority. Agree to release all records involving their criminal history by the appointing authority. Supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint-based criminal history records check. Submit to and pass a pre-employment screening test for illegal drugs. Upon appointment, successfully complete a prescribed course of instruction at the Tennessee Corrections Academy.

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

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.

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.

FINANCIAL INSTITUTIONS EXAMINER 1

SUMMARY: Under immediate supervision, is responsible for professional financial institution or insurance company examination work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class to a variety of sub-series. An employee in this class functions in a training capacity in learning to review and analyze the financial statements and operations of either state chartered financial institutions or insurance companies licensed to operate in Tennessee. An employee in this class is assigned to function in an entry level learning capacity in any one of several assignments, and when sufficient expertise is gained the employee is given the opportunity for advancement to one of the following classes as a working level professional: Bank Examiner 2, Credit Union Examiner 2, Loan Examiner 2, or Insurance Examiner 2. Initially work is closely supervised, but as knowledge and experience are gained supervision becomes more general. This class differs from higher level classes, pertinent to the various assignments, in that incumbents of the latter function at the full 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 in finance, business administration, accounting, or any other remaining business, mathematics, statistics, actuarial science, or computer science degree with at least nine quarter hours in accounting.

Substitution of Experience for Education: Professional examining, accounting or auditing of financial records and management practices, or related professional financial/insurance experience in risk or policy/procedure analysis may substitute for the required education, including the accounting course work, on a year-for year basis, to a maximum of four years.

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.

GEOLOGIST 1

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

DISTINGUISHING FEATURES: This is the entry level class in the Geologist sub-series. An employee in this class works under immediate supervision in learning to apply professional geologic principles and practices to work. This class differs from that of Geologist 2, in that an incumbent of the latter acts at the working level which requires that duties be performed 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 that meets the education requirements to become a licensed professional geologist.

Note: The current Tennessee State Geology Board educational requirements include a bachelor's degree from an accredited college or university with at least forty-five (45) quarter hours in geology, geophysics, geochemistry, engineering geology, or their subdivisions. Therefore, a transcript is required for proper evaluation of this class.

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

IMPORTANT: While the Department of Human Resources does evaluate an applicant's eligibility to be considered for employment in this job class, the education and experience requirements for licensure as a geologist are determined by the Tennessee State Geology Board.

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

GEOLOGIST 2

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

DISTINGUISHING FEATURES: *This is the working level class in the Geologist sub-series. An employee in this class performs working level non-regulatory or regulatory geologic work. This class differs from Geologist 3 in that an incumbent of the latter either leads subordinates performing non-regulatory geologic duties, performs advanced working-level regulatory geologic duties, or supervises oil and gas inspectors.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree that meets the education requirements to become a licensed professional geologist and experience equivalent to one year of full-time professional geologic work.

Substitution of Graduate Education for Experience: Additional graduate course work credit from an accredited college or university in geology, geophysics, geochemistry, engineering geology, or their subdivisions may be substituted for the required experience on a year-for-year basis, to a maximum of one year.

Note: The current Tennessee State Geology Board educational requirements include a bachelor's degree from an accredited college or university with at least forty-five (45) quarter hours in geology, geophysics, geochemistry, engineering geology, or their subdivisions. Therefore, a transcript is required for proper evaluation of this class.

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

IMPORTANT: While the Department of Human Resources does evaluate an applicant's eligibility to be considered for employment in this job class, the education and experience requirements for licensure as a geologist are determined by the Tennessee State Geology Board.

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

GEOLOGIST 3

SUMMARY: Under general supervision, is responsible for professional non-regulatory geologic lead work or regulatory geologic work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class either leads subordinates performing non-regulatory geologic duties, performs advanced working-level environmental regulatory geologic duties, or supervises oil and gas inspectors. This class differs from Geologist 2 in that an incumbent of the latter performs working-level nonregulatory or regulatory geologic duties. This class differs from Geologist 4 in that an incumbent of the latter has supervisory responsibility.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree that meets the education requirements to become a licensed professional geologist and experience equivalent to two years of full-time professional geologic work.

Substitution of Graduate Education for Experience: Additional graduate course work credit from an accredited college or university in geology, geophysics, geochemistry, engineering geology, or their subdivisions may be substituted for the required experience on a year-for-year basis, to a maximum of one year.

Note: The current Tennessee State Geology Board educational requirements include a bachelor's degree from an accredited college or university with at least forty-five (45) quarter hours in geology, geophysics, geochemistry, engineering geology, or their subdivisions. Therefore, a transcript is required for proper evaluation of this class.

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

IMPORTANT: While the Department of Human Resources does evaluate an applicant's eligibility to be considered for employment in this job class, the education and experience requirements for licensure as a geologist are determined by the Tennessee State Geology Board.

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

GEOLOGIST 4

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

DISTINGUISHING FEATURES: An employee in this class supervises a small number of subordinates performing professional geologic work. This class differs from Geologist 3 in that an incumbent of the latter either leads subordinates performing non-regulatory geologic duties, performs advanced working-level regulatory geologic duties, or supervises oil and gas inspectors. This class differs from Geologist 5 in that an incumbent of the latter supervises a moderate sized staff.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree that meets the education requirements to become a licensed professional geologist and experience equivalent to five years of full-time professional geologic work.

Substitution of Graduate Education for Experience: Additional graduate course work credit from an accredited college or university in geology, geophysics, geochemistry, engineering geology, or their subdivisions may be substituted for the required experience on a year-for-year basis, to a maximum of two years.

Note: The current Tennessee State Geology Board educational requirements include a bachelor's degree from an accredited college or university with at least forty-five (45) quarter hours in geology, geophysics, geochemistry, engineering geology, or their subdivisions. Therefore, a transcript is required for proper evaluation of this class.

Necessary Special Qualifications: Possession of a current license as a geologist with the State of Tennessee is required at the time of appointment and must be maintained during employment in the Geologist 4 classification. A valid vehicle operator's license may be required for employment in some positions.

IMPORTANT: While the Department of Human Resources does evaluate an applicant's eligibility to be considered for employment in this job class, the education and experience requirements for licensure as a geologist are determined by the Tennessee State Geology Board.

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

GEOLOGIST 5

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

DISTINGUISHING FEATURES: An employee in this class is responsible for supervising a moderate-sized staff performing professional geologic work. This class differs from that of Geologist 4 in that an incumbent of the latter supervises a small staff. This class differs from State Geologist in that an incumbent of the latter is responsible for supervising incumbents in this class.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree that meets the education requirements to become a licensed professional geologist and experience equivalent to five years of full-time professional geologic work, including one year of supervisory work.

Substitution of Graduate Education for Experience: Additional graduate course work credit from an accredited college or university in geology, geophysics, geochemistry, engineering geology, or their subdivisions may be substituted for the required experience on a year-for-year basis, to a maximum of two years, there being no substitution for the supervisory work.

Note: The current Tennessee State Geology Board educational requirements include a bachelor's degree from an accredited college or university with at least forty-five (45) quarter hours in geology, geophysics, geochemistry, engineering geology, or their subdivisions. Therefore, a transcript is required for proper evaluation of this class.

Necessary Special Qualifications: Possession of a current license as a geologist with the State of Tennessee is required at the time of appointment and must be maintained during employment in the Geologist 5 classification. A valid vehicle operator's license may be required for employment in some positions.

IMPORTANT: While the Department of Human Resources does evaluate an applicant's eligibility to be considered for employment in this job class, the education and experience requirements for licensure as a geologist are determined by the Tennessee State Geology Board.

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

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.

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.

HUMAN RESOURCES EXAMINATIONS ANALYST 1

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

DISTINGUISHING FEATURES: This is the entry level in the Human Resources Examinations Analyst sub-series. An employee in this class functions in a training capacity learning to perform professional human resources examinations duties. This work involves learning to develop Career Service examinations; conduct job studies; analyze and apply statistical data and other relevant information; evaluate the training and experience of job applicants; and prepare reports. This class differs from Human Resources Examinations Analyst 2 in that incumbents of the latter perform duties at the working level under general supervision.

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 professional human resources related experience 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, 100%, for Career Service positions.

LOAN EXAMINER 2

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

DISTINGUISHING FEATURES: *This is the working-level class in the Loan Examination sub-series, the entry-level being subsumed by Financial Institutions Examiner 1. An employee in this class performs a variety of assignments in reviewing and analyzing the financial solvency, business practices, and operations of non-depository financial institutions including, but not limited to, mortgage brokers, lenders and servers, industrial loan and thrift companies, insurance premium finance companies, deferred presentment services, check cashers, title pledge lenders, and money transmitters licensed to operate in Tennessee. This class is flexibly staffed with Financial Institutions Examiner 1 and differs in that incumbents of the latter perform entry-level loan examination duties under immediate supervision. This class differs from that of Loan Examiner 3 in that incumbents of the latter perform advanced working level loan examinations duties.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in finance, business administration, accounting, or any other remaining business, mathematics, statistics, actuarial science, or computer science degree and experience equivalent to one year of full-time responsible professional non-depository financial institutions examining work with a federal or state agency.

Substitution of Experience for Education: Professional examining, accounting, or auditing of financial records and management practices, or related professional financial/insurance industry experience in risk or policy/procedure analysis may substitute for the required education on a year-for-year basis, to a maximum of four years.

OR

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of full time responsible professional non-depository financial institutions examining work with a federal or state agency.

OR

One year of full time professional loan examination experience with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator 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.

LOAN EXAMINER 3

SUMMARY: Under general supervision, performs professional loan examination work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the advanced working level class in the Loan Examiner sub-series. An employee in this class performs a wide variety of assignments in reviewing and analyzing the financial solvency, business practices, and operations of non-depository financial institutions including, but not limited to, mortgage brokers, lenders and servers, industrial loan and thrift companies, insurance premium finance companies, deferred presentment services, check cashers, title pledge lenders, and money transmitters licensed to operate in Tennessee. This class differs from Loan Examiner 2 in that incumbents of the latter perform loan examination duties at the working level. This class differs from that of Loan Examinations Examiner 4 in that incumbents of the latter perform lead loan examinations work.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in finance, business administration, accounting, or any other remaining business, mathematics, statistics, actuarial science, or computer science degree, and experience equivalent to three years of full-time responsible professional non-depository financial institutions examining work with a federal or state agency.

Substitution of Experience for Education: Professional examining, accounting, or auditing of financial records and management practices, or related professional financial/insurance industry experience in risk or policy/procedure analysis may substitute for the required education on a year-for-year basis, to a maximum of four years.

Substitution of Graduate Education or Certification for Experience: (1) Graduate course work credit received from an accredited college or university in any business, mathematics, statistics, actuarial science, or computer science, may substitute for experience on a month-for-month basis (e.g., 36 graduate hours in finance may substitute for one year of the required experience); or (2) possession of current certification in active status as a Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners may substitute for the one year of required experience, to a maximum of one year. There is a maximum substitution of one year using either of the two clauses listed above.

OR

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full time responsible professional non-depository financial institutions examining work with a federal or state agency.

OR

Three years of full time professional loan examination experience with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator 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.

LOAN EXAMINER 4

SUMMARY: Under general supervision, performs professional lead loan examining work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead class in the Loan Examiner sub-series. An employee in the class leads subordinate loan examiners in reviewing and analyzing the financial solvency, business practices, and operations of non-depository financial institutions including, but not limited to, mortgage brokers, lenders and servers, industrial loan and thrift companies, insurance premium finance companies, deferred presentment services, check cashers, title pledge lenders, and money transmitters licensed to operate in Tennessee. This class differs from that of Loan Examiner 3 in that an incumbent of the latter performs duties at the advanced working level. This class differs from that of Loan Examinations Director in that incumbents of the latter plan, organize, and direct the work of the entire loan and compliance examination section.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in finance, business administration, accounting, or any other remaining business, mathematics, statistics, actuarial science, or computer science degree, and experience equivalent to four years of full-time responsible professional non-depository financial institutions examining work with a federal or state agency.

Substitution of Experience for Education: Professional examining, accounting, or auditing of financial records and management practices, or related professional financial/insurance industry experience in risk or policy/procedure analysis may substitute for the required education on a year-for-year basis, to a maximum of four years.

Substitution of Graduate Education or Certification for Experience: (1) Graduate course work credit received from an accredited college or university in any business, mathematics, statistics, actuarial science, or computer science, may substitute for experience on a month-for-month basis (e.g., 36 graduate hours in finance may substitute for one year of the required experience); or (2) possession of current certification in active status as a Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners may substitute for the one year of required experience, to a maximum of one year. There is a maximum substitution of one year using either of the clauses listed above.

OR

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full time responsible professional non-depository financial institutions examining work with a federal or state agency.

OR

Four years of full time professional loan examination experience with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator 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.

PROPERTY UTILIZATION ASSISTANT DIRECTOR

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

DISTINGUISHING FEATURES: An employee in this class assists in directing the staff and operations of the Property Utilization Division. This class differs from Property Utilization Manager classes in that incumbents of the latter perform work of lesser scope and complexity. This class reports to and differs from Property Utilization Director in that the incumbent of the latter directs all operations of the Property Utilization Division.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and five years of work experience in one or a combination of the following: 1) purchasing, storing or re-selling personal goods for an organization, or 2) professional administrative experience involving activities that are primarily fiscal or budgetary in nature.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following: 1) purchasing, storing or re-selling personal goods for an organization, or 2) professional administrative experience involving activities that are primarily fiscal or budgetary in nature, 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).

OR

Education and Experience: Graduation from an accredited college or university with an associate's degree in accounting, business administration, business management, contracts management, logistics, materials management, or purchasing, and five years of work experience in one or a combination of the following: 1) purchasing, storing or re-selling personal goods for an organization, or 2) professional administrative experience involving activities that are primarily fiscal or budgetary in nature.

Necessary Special Qualifications: None

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

WILDLIFE BIOLOGIST 2

SUMMARY: Under general supervision, is responsible for professional wildlife or fish management work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level class in the Wildlife Biologist sub-series. An employee in this class is responsible for planning, participation in, and coordination of a regional or other non-statewide program or project for fish and wildlife management or research. Work involves planning, conducting, and interpreting biological studies; developing and coordinating regional or other non-statewide program activities; and giving consultation to field personnel on specific programs. This class is flexibly staffed with and differs from that of Wildlife Biologist 1 in that an incumbent of the latter acts in an entry level capacity learning the methods and procedures of performing professional wildlife or fisheries management work. This class differs from that of Wildlife Biologist 3 in that an incumbent of the latter is responsible for a statewide program.

MINIMUM QUALIFICATIONS:

Education and Experience: Possession of a master's degree from an accredited college or university in wildlife or fish management or closely related field and experience equivalent to one year of full-time professional wildlife resources work; qualifying full-time professional wildlife or fisheries experience may be substituted for the required education on a year-for-year basis to a maximum of one year.

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.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course

Necessary Special Qualifications: 1, 2, 3, 8, 9, 10, 11 and 13 apply only to those positions required to carry a firearm.

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

WILDLIFE CRIMINAL INVESTIGATOR

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

DISTINGUISHING FEATURES: An employee in this class collects, analyzes, and documents information gathered during investigations of person(s) seeking to illegally place the state's natural resources into state, national, and international markets. Work involves both covert and overt investigations of violations such as the illegal purchase, sale, possession, hunting and/or transportation of wildlife or breeches of professional conduct by agency employees. Employees will be required to travel throughout the state extensively and may lead other agency employees during investigations.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife or fisheries management, wildlife or fisheries biology, or criminal justice and three year of full-time wildlife investigative work that includes undercover operations

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.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

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

WILDLIFE MANAGER 1

SUMMARY: Under general supervision, is responsible for professional wildlife management work of average difficulty in the implementation of wildlife management practices in a moderate-sized wildlife area or facility; assists in the implementation of management practices in a large, complex wildlife area or facility; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs a variety of activities associated with the management of wildlife. Work involves wildlife habitat development and maintenance, public relations activities, facilities maintenance, and assisting in research data collection. This class differs from that of Wildlife Manager 2 in that an incumbent of the latter is responsible for a larger, more complex wildlife area or management responsibilities.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife or fisheries management, wildlife or fisheries biology.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in zoology, biology, forestry, ecology, agriculture or animal science including at least thirty quarter hours of wildlife or fisheries course work.

Note: A transcript is required for a proper evaluation for this class.

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.) upon appointment, successfully acquire a valid commercial driver's license/endorsement in some positions.
- (14.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10, 11 and 14 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Computer Administered Test 60%, Supplemental Application 40%, for Career Service positions.

WILDLIFE MANAGER 2

SUMMARY: Under general supervision, is responsible for advanced professional wildlife management work of average difficulty and supervisory work of routine difficulty in the implementation of wildlife management practices in a large wildlife area or facility; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class leads in a variety of activities associated with the management of wildlife, wildlife lands, and fish and fish facilities. Work involves leading in wildlife habitat development and maintenance, public relations activities, research data collection, and facilities maintenance. This class differs from that of Wildlife Manager 1 in that an incumbent of the latter is responsible for overseeing a moderate-sized wildlife area or facility. This class differs from that of Wildlife Manager 3 in that an incumbent of the latter is responsible for multiple wildlife management areas and fisheries programs.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife or fisheries management, wildlife biology, or other related acceptable field and experience equivalent to two years of full-time professional wildlife resources work; additional graduate coursework in wildlife management or other related acceptable field 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:

- (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.) upon appointment, successfully acquire a valid commercial driver's license/endorsement in some positions.
- (14.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications: 1, 2, 3, 8, 9, 10, 11 and 14 apply only to those positions required to carry a firearm.

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

WILDLIFE MANAGER 3

SUMMARY: Under general supervision, is responsible for professional wildlife management or wildlife biology work of considerable difficulty and supervisory work of average difficulty in the planning, supervision, and coordination of wildlife management practices in a large geographic area or the conducting of wildlife biological surveys on a statewide or regional basis; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class supervises and participates in a wide variety of activities associated with the management of wildlife, wildlife lands, and fish or for planning, participating in, and coordinating a statewide or regional program or project for fish and wildlife management. Work involves the supervision of wildlife management staff and their activities, collection and analysis of research data, the planning, coordination, and evaluation of area wildlife programs, planning, conducting, and interpreting biological studies, developing, and coordinating statewide or regional program activities, and giving consultation to regional personnel on specialty areas, such as endangered species, fisheries, non-game and game animals, furbearing animals, water fowl, and water resources and pollution. This class differs from that of Wildlife Manager 2 in that an incumbent of the latter is responsible for one wildlife area or refuge or biological collection and analysis on a regional basis. This class differs from that of Wildlife Manager 4 in that an incumbent of the latter acts as an assistant to the regional manager or staff specialist in wildlife planning, research and environment planning.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife or fisheries management, wildlife biology or other related acceptable field and experience equivalent to three years of full-time increasingly responsible professional wildlife

resources work; additional graduate coursework in wildlife management or other related acceptable field 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:

- (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.) upon appointment, successfully acquire a valid commercial driver's license/endorsement in some positions.
- (14.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10, 11 and 14 apply only to those positions required to carry a firearm.

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

WILDLIFE MANAGER 4

SUMMARY: Under direction, is responsible for professional management work of average difficulty assisting in directing wildlife enforcement and management activities and personnel in a large region of the state or wildlife planning, research, and environmental staff work in the comprehensive planning and review of statewide wildlife programs; and performs related work as required.

DISTINGUISHING FEATURES: This is the assistant regional manager or assistant division chief in the field of wildlife management or the staff planning specialist level in the field of wildlife management and conservation program planning. An employee in this class assists in planning, supervising, and coordinating the management of wildlife activities and the enforcement of agency rules, regulations, and policies in an assigned region or plans, develops, coordinates, and administers comprehensive wildlife programs involving long range planning, research studies, and environmental impact factors. This class differs from that of Wildlife Manager 3 in that an incumbent of the latter coordinates wildlife management in a large geographic area or wildlife biological management on a statewide or regional basis. This class differs from that of Wildlife Manager 5 in that an incumbent of the latter supervises the Wildlife Manager 4.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife and fisheries management, wildlife and fisheries biology, or other related acceptable wildlife management field and experience equivalent to four years of increasingly responsible full-time professional wildlife resources work.

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in wildlife and fisheries management, wildlife and fisheries biology, or other related acceptable wildlife management field may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of required experience).

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.) upon appointment, successfully acquire a valid commercial driver's license/endorsement in some positions.
- (14.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10, 11 and 14 apply only to those positions required to carry a firearm.

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.

WILDLIFE OFFICER 1

SUMMARY: Under general supervision, is responsible for professional wildlife field enforcement and management work of average difficulty in the state wildlife resources management program; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry working class in the field of Wildlife Enforcement and Management. An employee in this class is responsible for a variety of law enforcement and wildlife management activities in an assigned district. As the principal enforcement officer in a district an employee interprets and enforces game and fish laws and provides general information to the public. This class differs from that of Wildlife Officer 2 in that an incumbent of the latter has supervisory responsibility over a group of wildlife officers.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife or fisheries management, wildlife or fisheries biology.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in zoology, biology, forestry, ecology, agriculture or animal science including at least thirty quarter hours of wildlife or fisheries course work.

Note: A transcript is required for a proper evaluation for this class.

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.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Computer Administered Test 60%, Supplemental Application 40%, for Career Service positions.

WILDLIFE OFFICER 2

SUMMARY: Under general supervision, is responsible for professional wildlife field enforcement and management work of average difficulty and supervisory work of routine difficulty in the state wildlife resources management programs; and performs related work as required.

DISTINGUISHING FEATURES: This is the minor supervisor class in the field of Wildlife Enforcement and Management. An employee in this class leads in a variety of law enforcement and wildlife management activities in a moderate-sized geographical area. Work involves assisting the area in supervision, scheduling, and evaluating area wildlife personnel and activities. Work is performed independently with general guidelines from the area supervisor. This class differs from that of Wildlife Officer 1 in that an incumbent of the latter has no lead responsibilities. This class differs from that of Wildlife Officer 3 in that an incumbent of the latter supervises all Wildlife Officers and activities in an assigned geographic area.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife or fisheries management, wildlife biology or other related acceptable field and experience equivalent to two years of full-time responsible professional wildlife enforcement work; additional graduate coursework in the above or related fields may be substituted for the required experience, on a year-for-year basis, to a maximum of one year; OR two years of experience as a Wildlife Officer 1 with the State of Tennessee.

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.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

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

WILDLIFE OFFICER SUPERVISOR

SUMMARY: Under general supervision, is responsible for professional wildlife field supervisory enforcement work of average difficulty in the state wildlife resources management program; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the field of wildlife enforcement and management. An employee in this class is responsible for supervising and coordinating the activities of a group of wildlife officers in a moderate-sized geographic area. Work includes enforcement of state game laws, wildlife research and management activities, budget preparation, and report writing. Work is performed under general supervision of the regional manager. This class differs from that of Wildlife Officer 2 in that an incumbent of the latter is a lead worker and acts as an assistant to the Wildlife Officer Supervisor.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife or fisheries management, wildlife biology, or other related acceptable field and experience equivalent to three years of full-time increasingly responsible professional wildlife enforcement work; additional graduate coursework in the above or related field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year; OR one year of experience as a Wildlife Officer 2 or Wildlife Safety Officer 1 with the State of Tennessee.

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.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course

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