

**STATE OF TENNESSEE
DEPARTMENT OF HUMAN RESOURCES
JANUARY 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
Accountant 2 (A, C, D)	75242	\$33,888 - \$54,228
Accountant 3 (A, C, D)	75243	\$35,400 - \$56,664
Accounting Manager (A, C)	75244	\$40,212 - \$64,332
Human Resources Examinations Analyst 1 (A, C)	73725	\$28,692 - \$45,888
Mail Clerk (A)	02641	\$17,256 - \$27,600

LEGEND

- A** Job classification will have a change in MINIMUM QUALIFICATIONS January 31, 2008.
- B** A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective.
- C** Register will be ABOLISHED and REESTABLISHED effective January 31, 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.
- G** Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective January 31, 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.
- K** Job classification will be converting from “daily” status (i.e., continuous basis only) to “program” status (i.e., announced examination) effective January 31, 2008.
- L** Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M** Job classification is converting from Competitive to Non-Competitive status effective November 26, 2007. The existing register will be abolished. Applicants who wish to be considered for future position vacancies should apply directly with the department or agency in which the vacancies exist.
- N** Job classification will change from compensatory to cash overtime.
- O** Job classification is converting from “program” status (i.e., announced examination) to “daily” status (i.e., continuous basis only) effective.
- P** Applicants submitting an application for this job classification must take and pass a job related computer test. Job classification examination method will be converting from education and experience, 100%, to computer administered test 70%, and training and experience 30%.

 Tennessee Department of Human Resources, Authorization #319177, August , 2007. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Human Resources does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Human Resources EEO/AA/ADA Coordinator Danielle Barnes, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-0441 - Fax Number (615) 401-7626.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination.

ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED. Interested applicants must submit a completed application form to the Tennessee Department of Human Resources. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Human Resources Internet website (www.state.tn.us/dohr). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

ACCOUNTANT 2

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

DISTINGUISHING FEATURES: *This is the working class in the accounting sub-series, the entry class being subsumed by Accountant/Auditor 1. An employee in this class is responsible for performing specialized or general accounting tasks and is expected to exercise judgment and initiative in handling work assignments. Work may involve supervision of sub-professional accounting personnel and/or training of less experienced professional accountants. This class is flexibly staffed with Accountant/Auditor 1 and differs in that incumbents of the latter perform entry level accounting duties under immediate supervision. This class differs from that of Accountant 3 in that an incumbent of the latter performs more difficult and complex accounting duties and may lead or supervise other professional accountants.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting and experience equivalent to one year of full-time professional accounting or auditing work.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to one year of full-time professional accounting or auditing work.

Substitution of Graduate Education for Experience: Graduate coursework credit received from an accredited college or university in accounting 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 the above listed field may substitute for one year of the required experience).

OR

Designated as a Certified Public Accountant (CPA).

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

Necessary Special Qualifications: None.

EXAMINATION METHOD: Pass/Fail Written Examination; 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.

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

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

ACCOUNTANT 3

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

DISTINGUISHING FEATURES: This is the first supervisory class in the accounting sub-series. An employee in this class performs complex professional accounting and budgetary work in directing the accounting operations of a large state institution or small department, the operations of which are financed through a variety of funds, or performs highly technical professional accounting and related work in review, installation, and coordination of agency cost accounting systems, for compatibility with state accounting system guidelines. This class differs from that of Accountant 2 in that an incumbent of the latter functions at the working level and often reports to an individual in this class. This class differs from that of Accounting Manager in that an incumbent of the latter has duties of greater scope, complexity and supervisory responsibility.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting and experience equivalent to three years of full-time professional accounting or auditing work.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to three years of full-time professional accounting or auditing work.

Substitution of Graduate Education for Experience: Graduate coursework credit received from an accredited college or university in accounting 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 the above listed field may substitute for one year of the required experience).

OR

Designated as a Certified Public Accountant (CPA) and experience equivalent to 1 year of full-time professional accounting or auditing work.

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

Necessary Special Qualifications: None.

EXAMINATION METHOD: Pass/Fail Written Examination; 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.

ACCOUNTING MANAGER

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

DISTINGUISHING FEATURES: This is the second supervisory and highest class in the accounting sub-series. An employee in this class supervises personnel, including Accountant's 3, in executing assignments such as: acting as assistant director of fiscal services in a large and complex central departmental financial operation, in acting as chief of a major section or constellation of accounting and related functions in central accounting and financial operations in a department with the most complex of accounting and financial operations, and in acting as chief of accounting for the largest and most complex of field program operations. This class differs from those in the Fiscal Director sub-series in that incumbents of the latter have duties of greater scope and managerial responsibility.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting and experience equivalent to five or more years of full-time professional accounting or auditing work.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to five or more years of full-time professional accounting or auditing work.

Substitution of Graduate Education for Experience: Graduate coursework credit received from an accredited college or university in accounting 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 the above listed field may substitute for one year of the required experience).

OR

Designated as a Certified Public Accountant (CPA) and experience equivalent to three years of full-time professional accounting or auditing work.

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

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.

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.

MAIL CLERK

SUMMARY: Under general supervision, performs mail clerical duties of routine difficulty and performs related work as required.

DISTINGUISHING FEATURES: This is the entry/working level class in the mail sub series. An employee in this class is responsible for hand and machine processing of mail. This class differs from Mail Technician 1 in that an incumbent of the latter is also responsible for training staff on proper mail processing procedures including the operation of mail processing machines.

MINIMUM QUALIFICATIONS:

Education and Experience: Education equivalent to graduation from a standard high school.

Substitution of Experience for Education: Qualifying experience in mail processing, administrative support, delivery, or production work may substitute for the required education on a year for year basis.

Necessary Special Qualifications: A valid motor vehicle operator license may be required.

EXAMINATION METHOD: Non-Competitive Selection for Career Service positions.