

**STATE OF TENNESSEE
DEPARTMENT OF HUMAN RESOURCES
MARCH 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
Children’s Services Officer (M)	44271	\$23,304 - \$37,272
EEG/EKG Technician (F)	98630	\$21,480 - \$34,356
Human Services Investigative Specialist (K)	36681	\$28,692 - 45,888
Human Services Investigative Specialist Supervisor (K)	36682	\$32,484 - \$51,960
Pharmacy Technician (J)	98611	\$21,480 - \$34,356
Public Health Regional Assistant Director (F)	72354	\$43,440 - \$69,528
Unemployment Program Specialist 2 (A)	78462	\$31,128 - \$49,800
Unemployment Program Specialist 3 (A)	78463	\$33,888 - \$54,228
Unemployment Program Specialist 4 (A)	78464	\$36,972 - \$59,148

LEGEND

- A Job classification will have a change in MINIMUM QUALIFICATIONS March 25, 2008.**
- B A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective.**
- C Register will be ABOLISHED and REESTABLISHED effective.**
- D Job classification will be ABOLISHED.**
- E Job classification will have a TITLE CHANGE effective.**
- F Job classification will have a change in SALARY March 25, 2008.**
- 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 March 25, 2008.**
- K Job classification will be converting from “daily” status (i.e., continuous basis only) to “program” status (i.e., announced examination) effective March 3, 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 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).

CHILDREN'S SERVICES OFFICER

SUMMARY: Under immediate supervision, performs children's services work of average difficulty in the supervision, observation, and security of youths; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working class in the Children's Services Officer sub-series. An employee in this class is assigned to work in an institutional setting providing student supervision and may be assigned to work a fixed or other schedule. This class differs from Children's Services Corporal in that an incumbent of the latter performs supervisory duties.

MINIMUM QUALIFICATIONS:

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

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.) submit to and pass a pre-employment screening test for use of illegal drugs **OR** certify that they have not used any controlled substance illegally within the past twelve months.
- (12.) possess a valid motor vehicle operator's license at the time of appointment.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

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

HUMAN SERVICES INVESTIGATIVE SPECIALIST

SUMMARY: Under general supervision, is responsible for human services claims investigation work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class investigates claims regarding fraudulent Families First, Food Stamp, and Medically Needy cases. This class differs from that of Human Services Investigative Specialist Supervisor in that an incumbent of the latter supervises employees of this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of professional human services experience reviewing fraudulent food stamp claims or determining eligibility for individuals seeking food stamp benefits.

Substitution of Experience for Education: Qualifying full-time professional human services experience reviewing fraudulent food stamp claims or determining eligibility for individuals seeking food stamp benefits may be substituted for the required education on a year-for-year basis to a maximum of four years (e.g., experience equivalent to one year of full time work in one or a combination of the above listed fields may substitute for one year of the required education).

Necessary Special Qualifications:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.

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

HUMAN SERVICES INVESTIGATIVE SPECIALIST SUPERVISOR

SUMMARY: Under general supervision, is responsible for human services investigation supervisory work of moderate difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first-line supervisory class in the Human Services Investigator sub-series. An employee in this class supervises specialists investigating fraudulent claims in Families First, Food Stamp, and Medically Needy cases. This class differs from that of Human Services Investigative Specialist in that an incumbent of the latter is responsible for reviewing casework files and writing claims for over-issuance of claims benefits. This class differs from that of Human Services Special Investigator in that an incumbent of the latter is responsible for field investigation work. This class differs from that of Human Services District Director of Investigations in that an incumbent of the former is directly supervised by an incumbent in this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree an experience equivalent to three years of professional human services experience reviewing fraudulent food stamp claims or determining eligibility for individuals seeking food stamp benefits.

Substitution of Experience for Education: Qualifying full-time professional human services experience reviewing fraudulent food stamp claims or determining eligibility for individuals seeking food stamp benefits may be substituted for the required education on a year-for-year basis to a maximum of four years (e.g., experience equivalent to one year of full time work in one or a combination of the above listed fields may substitute for one year of the required education).

Necessary Special Qualifications:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.

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

PHARMACY TECHNICIAN

SUMMARY: Under general supervision of a licensed pharmacist, performs a variety of sub-professional pharmacy work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class functions in a variety of assignments such as assisting pharmacists with dispensing or pre-packing drugs, typing patient profile cards, adding new patients' orders and discounting old orders, and typing memoranda and letters for the pharmacist. This class differs from that of Pharmacy Clerk in that an incumbent of the latter performs routine pharmacy clerical work, whereas the Pharmacy Technician assists pharmacists in more technical duties.

MINIMUM QUALIFICATIONS:

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year full-time pharmacy clerical work under the direct supervision of a licensed pharmacist assisting in work involved with the identification, preservation, preparation, and dispensing of medical substances.

Substitution of Experience for Education: Qualifying full-time pharmacy clerical work may be substituted for the required education on a year-for-year basis.

Substitution of Education for Experience: Possession of a certificate or diploma in a Pharmacy Technician program from an approved vocational or technical school may substitute for the required one year of experience.

Necessary Special Qualifications: Registration as a pharmacy technician with the State of Tennessee Board of Pharmacy is required upon employment. A valid motor vehicle operator's license may be required.

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

UNEMPLOYMENT PROGRAM SPECIALIST 2

SUMMARY: Under general supervision, is responsible for professional unemployment insurance planning, coordinative and analytic work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for planning, coordinating, and overseeing the service delivery of a small specialized statewide unemployment insurance program or conducting moderately complex and technical research and analytical studies of unemployment insurance division policies, procedures and operations. Work involves analyzing program needs, developing program goals and providing technical support to unemployment insurance local and central office staff in resolving difficult program or service problems. This class differs from that of Unemployment Program Specialist 1 in that incumbents of the latter assist in analyzing and coordinating unemployment insurance programs. This class differs from Unemployment Program Specialist 3 in that incumbents of the latter are responsible for planning, coordinating and overseeing the service delivery of a moderately complex specialized statewide unemployment insurance program or conducting highly complex and technical research and analytical studies of unemployment insurance division policies, procedures and operations.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years full-time accounting, auditing, or unemployment work, of which two years must involve interviewing claimants, adjudicating/investigating claims, determining unemployment tax liability, or other related unemployment insurance work.

Substitution of Experience for Education: Additional full-time accounting, auditing, or unemployment work may substitute for the required education on a year-for-year basis to a maximum of four years (one year of experience is equivalent to 45 undergraduate quarter hours).

Substitution of Education for Experience: Graduate course work in any business field (including, but not limited to accounting, business administration, economics, or finance); law; political science; or public administration may substitute for the required experience, on a year-for-year basis, to a maximum of one year (36 quarter hours are equivalent to one year).

OR

Two years of experience as an Unemployment Program Specialist for the Tennessee Department of Labor and Workforce Development.

Necessary Special Qualifications: None.

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

UNEMPLOYMENT PROGRAM SPECIALIST 3

SUMMARY: Under general supervision, is responsible for professional unemployment insurance planning, coordinative and analytic work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for planning, coordinating and overseeing the service delivery of a moderately complex specialized statewide unemployment insurance program or conducting highly complex and technical research and analytical studies of unemployment insurance division policies, procedures and operations. This class differs from that of Unemployment Program Specialist 2 in that incumbents of the latter are responsible for planning and coordinating a small specialized statewide unemployment insurance program or conducting moderately complex and technical research and analytical studies of unemployment insurance division policies, procedures and operations. This class differs from that of Unemployment Program Specialist 4 in that incumbents of the latter are responsible for supervising the planning, coordination and implementation of a large and complex specialized statewide unemployment insurance program.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time accounting, auditing, or unemployment work, of which three years must involve interviewing claimants, adjudicating/investigating claims, determining unemployment tax liability, or other related unemployment insurance work.

Substitution of Experience for Education: Additional full-time accounting, auditing, or unemployment work may substitute for the required education on a year-for-year basis to a maximum of four years (one year of experience is equivalent to 45 undergraduate quarter hours).

Substitution of Education for Experience: Graduate course work in any business field (including, but not limited to accounting, business administration, economics, or finance); law; political science; or public administration may substitute for the required experience, on a year-for-year basis, to a maximum of one year (36 quarter hours are equivalent to one year).

OR

Three years of experience as an Unemployment Program Specialist for the Tennessee Department of Labor and Workforce Development.

Necessary Special Qualifications: None.

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

UNEMPLOYMENT PROGRAM SPECIALIST 4

SUMMARY: Under direction, is responsible for professional employment security planning and coordinative work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest class in the Unemployment Program Specialist sub-series. An employee in this class supervises the planning, coordination and implementation of a large and complex specialized statewide unemployment insurance program such as federal benefits, state benefits, employer accounts or unemployment insurance resource management. Work involves the provision of technical assistance to local and central unemployment insurance office staff, the analysis of program needs and costs, and the development of program objectives. This class differs from that of Unemployment Program Specialist 3 in that incumbents of the latter are responsible for planning, coordinating and overseeing the service delivery of a moderate-sized, specialized, statewide unemployment insurance program or conducting highly complex and technical research and analytic studies of unemployment insurance division policies, procedures and operations.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full-time accounting, auditing, or unemployment work, of which four years must involve interviewing claimants, adjudicating/investigating claims, determining unemployment tax liability, or other related unemployment insurance work.

Substitution of Experience for Education: Additional full-time accounting, auditing, or unemployment work may substitute for the required education on a year-for-year basis to a maximum of four years (one year of experience is equivalent to 45 undergraduate quarter hours).

Substitution of Education for Experience: Graduate course work in any business field (including, but not limited to accounting, business administration, economics, or finance); law; political science; or public administration may substitute for the required experience, on a year-for-year basis, to a maximum of one year (36 quarter hours are equivalent to one year).

OR

Four years of experience as an Unemployment Program Specialist for the State of Tennessee Department of Labor and Workforce Development.

Necessary Special Qualifications: None.

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