

**STATE OF TENNESSEE**  
**DEPARTMENT OF HUMAN RESOURCES**  
**MAY 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
Correctional Farm Crew Leader 1 (K)	64231	\$23,304 - \$37,272
Correctional Farm Crew Leader 2 (K)	64232	\$25,320 - \$40,500
Correctional Farm Crew Leader 3 (K)	64233	\$27,504 - \$44,004
Correctional Industries Sales Representative (K)	07240	\$25,320 - \$40,500
Correctional Industries Supervisor 2 (K)	62572	\$24,288 - \$38,868
Correctional Industries Supervisor 3 (K)	62573	\$27,504 - \$44,004
Correctional Industries Supervisor 4 (G, K)	62574	\$29,904 - \$47,844
Correctional Industries Supervisor 5 (K)	62575	\$32,484 - \$51,960
Hospitality Manager 3 (G)	42873	\$35,400 - \$56,664
Registered Nurse 4 (G)	72774	SPECIAL
Unauthorized Substances Tax Enforcement Manager (F)	75849	\$41,832 - \$66,912
Unauthorized Substances Tax Enforcement Officer (F)	75848	\$35,400 - \$56,664

**LEGEND**

- A Job classification will have a change in MINIMUM QUALIFICATIONS .
- B A 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 May 28, 2008.**
- G **Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective May 28, 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 May 28, 2008.**
- L Job classification will be converting from EXECUTIVE SERVICE to CAREER SERVICE and a register will be established 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.

## **CORRECTIONAL FARM CREW LEADER 1**

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

**DISTINGUISHING FEATURES:** An employee in this class supervises a small crew of inmates in work on a state correctional farm. An employee is responsible for work in such areas as row crop production, livestock production, dairy operations, and feed meal operations. This class differs from that of Correctional Farm Crew Leader 2 in that an incumbent of the latter is responsible for supervising Correctional Farm Crew Leaders 1 and inmates or provides specialized technical advice as to disease control of the livestock or the proper planting, cultivating, and harvesting of crops.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from a standard high school and experience equivalent to two years of full-time work in one or a combination of the following: farm work, adult inmate supervision in a correctional setting; food inspection; dairy inspection; or dairy processing.

**Substitution of Experience for Education:** Qualifying experience in farm work; adult inmate supervision in a correctional setting; food inspection; dairy inspection; or dairy processing may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in the above listed field may substitute for one year of the required education).

**Substitution of College Education for Experience:** Course work credit received from an accredited college or university may be substituted for the required experience on a month for month basis to a maximum of two years (e.g., 45 quarter hours with at least nine quarter hours in agriculture may substitute for one year of the required experience; 90 quarter hours with at least 18 quarter hours in agriculture may substitute for two years of the required experience).

**Necessary Special Qualifications:** None.

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

## **CORRECTIONAL FARM CREW LEADER 2**

**SUMMARY:** Under general supervision, is responsible for supervisory farm work of average difficulty; and perform related work as required.

**DISTINGUISHING FEATURES:** An employee in this class supervises Correctional Farm Crew Leaders 1 and inmates in farming work or provides specialized technical advice as to disease control of the livestock or the proper planting, cultivating, and harvesting of crops. This class differs from Correctional Farm Crew Leader 1 in that an incumbent of the latter supervises a crew of inmates performing a variety of farm work. This class differs from that of Correctional Farm Manager 1 in that an incumbent of the latter supervises correctional farm crew leaders and is responsible for the overall operation of a small correctional farm.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time work in one or a combination of the following: farm work, adult inmate supervision in a correctional setting; food inspection, dairy inspection, or dairy processing, including at least one year of supervisory or managerial experience in one of the above mentioned farming, food inspection, dairy inspection, or dairy processing fields.

**Substitution of Experience for Education:** Qualifying experience in farm work, adult inmate supervision in a correctional setting, food inspection, dairy inspection, or dairy processing may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in the above listed field may substitute for one year of the required education).

**Substitution of College Education for Experience:** Course work credit received from an accredited college or university may be substituted for the required experience on a month for month basis to a maximum of two years (e.g., 45 quarter hours with at least nine quarter hours in agriculture may substitute for one year of the required experience; 90 quarter hours with at least 18 quarter hours in agriculture may substitute for two years of the required experience), there being no substitution for the one year of required supervisory or managerial experience.

**Necessary Special Qualifications:** None.

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

### **CORRECTIONAL FARM CREW LEADER 3**

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

**DISTINGUISHING FEATURES:** An employee in this class either manages a small institutional farm or assists in the management of a large, complex institutional farm. Work involves supervising subordinate Correctional Farm Crew Leaders and inmates in crop production, feed mill operation, dairy, livestock and chicken house production as well as administrative duties including budget preparation and monitoring, scheduling work, and preparing reports. This class differs from Correctional Farm Crew Leader 2 in that an incumbent of the latter supervises Correctional Farm Crew Leader 1's and inmates in farming work, or provides specialized technical advice as to disease control of livestock or the proper planting, cultivation, and harvesting of crops. This class differs from Correctional Farm Manager in that an incumbent of the latter manages the operation of a large, complex institutional farm.

#### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to four years of full-time work in one or a combination of the following: farm work; adult inmate supervision in a correctional setting; food inspection; dairy inspection; or dairy processing, including at least two years of supervisory or managerial experience in one of the above mentioned farming, food inspection, dairy inspection, or dairy processing fields.

**Substitution of Experience for Education:** Qualifying experience in farm work; adult inmate supervision in a correctional facility; food inspection; dairy inspection; or dairy processing 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 field may substitute for one year of the required education).

**Substitution of College Education for Experience:** Course work credit received from an accredited college or university may be substituted for the required experience on a month for month basis to a maximum of two years (e.g., 45 quarter hours with at least nine quarter hours in agriculture may substitute for one year of the required experience; 90 quarter hours with at least 18 quarter hours in agriculture may substitute for two years of the required experience), there being no substitution for two years of required supervisory or managerial experience.

**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.

## **CORRECTIONAL INDUSTRIES SALES REPRESENTATIVE**

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

**DISTINGUISHING FEATURES:** An employee in this class is responsible for obtaining and increasing business opportunities for the Tennessee State Correctional Industries.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to four years of responsible full-time sales work; additional pertinent coursework at an accredited college or university may be substituted for the required experience on a year-for-year basis; additional qualifying experience may be substituted for the required education, on a year-for-year basis.

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

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

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## **CORRECTIONAL INDUSTRIES SUPERVISOR 2**

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

**DISTINGUISHING FEATURES:** An employee in this class is responsible for supervising a small staff of Correctional Industries Supervisors performing industrial or production work at a correctional institution. This class differs from that of Correctional Industries Supervisor 1 in that an incumbent of the latter is not responsible for supervising other employees. This class differs from that of Correctional Supervisor 3 in that an incumbent of the latter is responsible for supervising manufacturing or industrial processes on an assigned shift and supervises incumbents of this class.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to one year of fulltime manufacturing or industrial work; additional qualifying coursework at a vocational, technical, or trade school may be substituted for the required experience on a year-for-year basis; qualifying full-time experience may be substituted for the required education on a year-for-year basis.

**Necessary Special Qualifications:** None.

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

### **CORRECTIONAL INDUSTRIES SUPERVISOR 3**

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

**DISTINGUISHING FEATURES:** An employee in this class is responsible for supervising Correctional Industries Supervisors on an assigned shift. This class differs from that of Correctional Industries Supervisor 2 in that an incumbent of the latter is responsible for supervising a small staff of Correctional Industries Supervisors 1 and is supervised by an incumbent of this class. This class differs from that of Correctional Industries Supervisor 4 in that an incumbent of the latter is responsible for supervising incumbents of this class on two or more assigned shifts.

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time manufacturing or industrial work; additional qualifying coursework at a vocational, technical, or trade school may be substituted for the required experience on a year-for-year basis; qualifying full-time experience may be substituted for the required education on a year-for-year basis.

**Necessary Special Qualifications:** None.

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

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### **CORRECTIONAL INDUSTRIES SUPERVISOR 4**

**SUMMARY:** Under general supervision, is responsible for correctional manufacturing work of considerable difficulty and supervisory work of average difficulty, including the supervision of Correctional Industries Supervisors 3; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class is responsible for supervising a large staff or Correctional Industries Supervisors at an industries program at a correctional institution. This class differs from that of Correctional Industries Supervisor 3 in that an incumbent of the latter is responsible for industrial and production processes on a assigned shift and is supervised by an incumbent of this class. This class differs from that of Correctional Industries Supervisor 5 in that an incumbent of the latter is responsible for directing an industrial program at a correctional institution

#### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to substantial (five or more years of) full-time increasingly responsible manufacturing or industrial work including, at least, one year of supervisory experience; additional qualifying coursework at a vocational, technical, or trade school may be substituted for the required experience on a year-for-year basis; qualifying full-time experience may be substituted for the required education on a year-for-year basis.

**Necessary Special Qualifications:** None.

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

## **CORRECTIONAL INDUSTRIES SUPERVISOR 5**

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

**DISTINGUISHING FEATURES:** An employee in this class is responsible for directing an industrial program at a correctional institution. This class differs from that Correctional Industries Supervisor 4 in that an incumbent of the latter is not responsible for directing all activities at a correctional institution.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to substantial (five or more years of) full-time increasingly responsible manufacturing or industrial work including, at least, two years of supervisory experience; additional qualifying coursework at a vocational, technical, or trade school may be substituted for the required experience on year-for-year basis; qualifying full-time experience may be substituted for the required education on a year-for-year basis.

**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. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

## **REGISTERED NURSE 4**

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

**DISTINGUISHING FEATURES:** This is the managerial class in the Registered Nurse sub series. The RN 4 is responsible for managing nursing staff activities on all shifts, has twenty-four hour administrative responsibility for one or more programs (e.g., infection control, quality assurance, nurse education, children and youth, forensics, geriatrics), or serves as an assistant director of nursing. This class differs from Registered Nurse 3 in that an incumbent of the latter is responsible for the supervision of clinical nursing care. This class differs from Registered Nurse 5 in that an incumbent of the latter serves as a director of nursing at a major health care facility or as a nursing consultant to multiple adult or youth correctional facilities.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Currently licensed as a Registered Nurse and experience equivalent to four years of registered nursing.

**OR**

Currently licensed as a Registered Nurse, education equivalent to a diploma in registered nursing from an accredited school of nursing or bachelor's degree in nursing from an accredited college or university, and experience equivalent to three years of registered nursing.

**OR**

Currently licensed as a Registered Nurse, education equivalent to a graduate degree in nursing from an accredited college or university, and experience equivalent to two years of registered nursing.

**Necessary Special Qualifications:** Currently licensed as a Registered Nurse in the State of Tennessee or possession of a temporary permit to practice professional nursing in the State of Tennessee. A valid motor vehicle operator license may be required.

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

## **POLICY OF NON-DISCRIMINATION !!**

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

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

## **!! SPECIAL NOTICE !!**

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

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

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

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

## **!! VETERANS PREFERENCE !!**

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

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

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

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

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