

ORDINANCE NO. BL2016-241

An ordinance creating the positions of Accountant 1, Accountant 2, Accountant 3, Administrative Services Division Manager, Assistant Metropolitan Attorney 1, Assistant Metropolitan Attorney 2, Assistant Metropolitan Attorney 3, Assistant Metropolitan Attorney 4, Assistant Public Defender 1, Assistant Public Defender 2, Assistant Public Defender 3, Assistant Public Defender 4, Beer Permit Inspector 3, Breathing Apparatus Technician, Correctional Officer Trainee, Engineer Manager, Fire Captain Senior, Fire Operations Manager, Fire Plans Examiner 1, Fire Plans Examiner 2, Helicopter Pilot, Information Systems Advisor 3, Management & Budget Analyst 1, Management & Budget Analyst 2, Management & Budget Analyst 3, Operations Manager, Procurement Officer 1, Procurement Officer 2, Procurement Officer 3, Technical Services Administrator, Technical Services Manager, Victim's Advocate 1, Victim's Advocate 2, Part-Time Worker 4, Seasonal Worker 6, and Seasonal Worker 7.

WHEREAS, for the past two years, the Metropolitan Department of Human Resources, along with Deloitte Consulting LLP, have been involved in an extensive pay and classification study; and,

WHEREAS, the study determined the need for the creation of various new classifications in order to implement suggested changes to the pay plan; and,

WHEREAS, the Civil Service Commission has approved the need to create these new positions; and,

WHEREAS, Section 12.10 of the Metropolitan Charter provides that newly created positions within the Metropolitan Government shall be approved by ordinance; and,

WHEREAS, the Metropolitan County Mayor, the Director of Personnel, and the Metropolitan Civil Service Commission deem it necessary to create the positions of Accountant 1, Accountant 2, Accountant 3, Administrative Services Division Manager, Assistant Metropolitan Attorney 1, Assistant Metropolitan Attorney 2, Assistant Metropolitan Attorney 3, Assistant Metropolitan Attorney 4, Assistant Public Defender 1, Assistant Public Defender 2, Assistant Public Defender 3, Assistant Public Defender 4, Beer Permit Inspector 3, Breathing Apparatus Technician, Correctional Officer Trainee, Engineer Manager, Fire Captain Senior, Fire Operations Manager, Fire Plans Examiner 1, Fire Plans Examiner 2, Helicopter Pilot, Information Systems Advisor 3, Management & Budget Analyst 1, Management & Budget Analyst 2, Management & Budget Analyst 3, Operations Manager, Procurement Officer 1, Procurement Officer 2, Procurement Officer 3, Technical Services Administrator, Technical Services Manager, Victim's Advocate 1, Victim's Advocate 2, Part-Time Worker 4, Seasonal Worker 6, and Seasonal Worker 7.

NOW, THEREFORE, BE IT ENACTED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1: There is hereby created the following positions in the classified service: (A copy of the job description of each classification is attached and is incorporated into this Ordinance as if fully set out herein.)

Classification	Class Number
Accountant 1 (Ex. A)	10860
Accountant 2 (Ex. B)	10861
Accountant 3 (Ex. C)	10862
Administrative Services Division Manager (Ex. D)	10863
Beer Permit Inspector 3 (Ex. E)	10872
Breathing Apparatus Technician (Ex. F)	10881
Correctional Officer Trainee (Ex. G)	10879
Engineer Manager (Ex. H)	10880
Fire Captain Senior (Ex. I)	10882
Fire Operations Manager (Ex. J)	10883
Fire Plans Examiner 1 (Ex. K)	10884
Fire Plans Examiner 2 (Ex. L)	10885
Helicopter Pilot (Ex. M)	10886
Information Systems Advisor 3 (Ex. N)	10887
Management & Budget Analyst 1 (Ex. O)	10873
Management & Budget Analyst 2 (Ex. P)	10874
Management & Budget Analyst 3 (Ex. Q)	10875
Operations Manager (Ex. R)	10888
Procurement Officer 1(Ex. S)	10876
Procurement Officer 2 (Ex. T)	10877
Procurement Officer 3 (Ex. U)	10878
Technical Services Administrator (Ex. V)	10889
Technical Services Manager (Ex. W)	10890
Victim's Advocate 1 (Ex. X)	10891
Victim's Advocate 2 (Ex. Y)	10892

Section 2: There is hereby created the following positions in the unclassified service: (A copy of the job description of each classification is attached and is incorporated into this Ordinance as if fully set out herein.)

<u>Classification</u>	<u>Class Number</u>
Assistant Metropolitan Attorney 1 (Ex. Z)	10868
Assistant Metropolitan Attorney 2 (Ex. AA)	10869


Assistant Metropolitan Attorney 3 (Ex. BB)	10870
Assistant Metropolitan Attorney 4 (Ex. CC)	10871
Assistant Public Defender 1 (Ex. DD)	10864
Assistant Public Defender 2 (Ex. EE)	10865
Assistant Public Defender 3 (Ex. FF)	10866
Assistant Public Defender 4 (Ex. GG)	10867

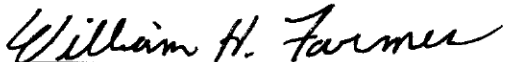
Section 3: There is hereby created the following positions in the unclassified service: (These positions are found on the Part-Time/Seasonal Pay Table. No job description is provided.)

<u>Classification</u>	<u>Class Number</u>
Part-Time Worker 4	10893
Seasonal Worker 6	10894
Seasonal Worker 7	10895

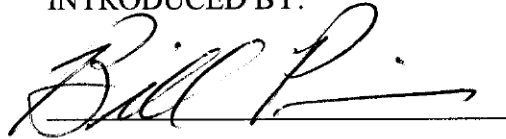
Section 4: This Ordinance shall take effect from and after its passage, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

RECOMMENDED BY:


 Veronica Frazier, Director
 Metropolitan Department of Human Resources

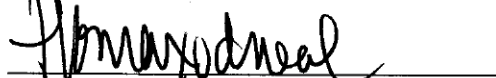

 William H. Farmer, Chairman
 Metropolitan Civil Service Commission

INTRODUCED BY:

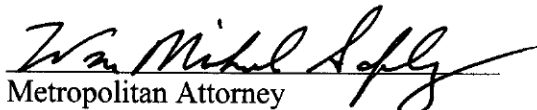



 Members of Council

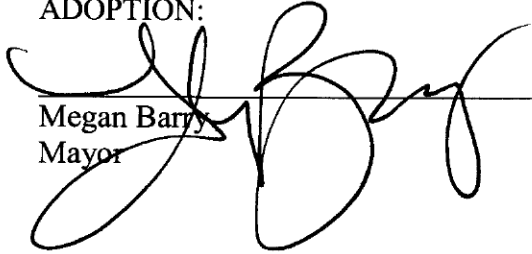
APPROVED AS TO AVAILABILITY
 OF FUNDS:


 Talia Lomax O'dneal, Director
 Metropolitan Department of Finance

APPROVED AS TO FORM
 AND LEGALITY:


 Metropolitan Attorney

APPROVED AND RECOMMENDED TO THE
METROPOLITAN COUNTY COUNCIL FOR
ADOPTION:

A handwritten signature in black ink, appearing to read 'Megan Barry', is written over a horizontal line. The signature is stylized and cursive.

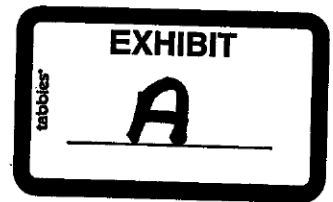
Megan Barry
Mayor

Electronic Signature Page

(Attach to Legislation Pursuant to Rule 8 of the Council Rules of Procedure)

A handwritten signature in black ink that reads "Kathleen D. Murphy". The signature is written in a cursive style with a large, prominent "D" in the middle name.

Kathleen Murphy
Councilmember, District 24



ACCOUNTANT 1

CLASS NUMBER : 10860
EEO CATEGORY : Professionals

GRADE: OR01
FLSA: Exempt

JOB OBJECTIVE

Performs entry-level professional and analytical work involved in the field of accounting. Participates in processing standard financial documents and records of transactions. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs routine professional accounting duties.

- Prepares various types of financial statements and supporting documentation.

- Assists in budget administration.

- Reconciles accounts.

- Researches and resolves accounting problems as needed.

- Assists with audits as assigned.

Prepares balance sheets, profit and loss statements and other financial reports.

- Analyzes trends, costs, revenue, financial commitments, and obligations incurred to predict future revenues and expenses.

- Reports finances to managements and assumptions underlying budget forecasts.

Posts various types of accounting transactions.

- Prepares and processes various financial forms.

- May assist with preparation of payrolls.

- Orders and accounts for fixed assets and supplies.

- Processes and maintains financial/accounting documents and records.

Participates in various financial compliance related tasks.

- Researches, analyzes, interprets, and produces financial and narrative reports and/or projections.

- Studies and verifies accurate financial information.

- Keeps records on receipts and disbursements.

- Handles routine complaints and questions regarding professional finance related issues.

Provides analytical services to clients, departments, or members of the public.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

Employee receives close supervision and reports to a designated supervisor, who makes staff assignments and provides assistance with complex or difficult problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in a financial related field.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Knowledge of accounting principles and practices.

Knowledge of departmental policies and procedures, especially as they relate to accounting and financial recordkeeping.

Knowledge of budgeting practices and procedures.

General knowledge of audit requirements.

General knowledge of fixed asset accounting.

Skill in working with the public.

Skill in researching and resolving problems.

Ability to prepare billing or other types of financial statements and reports.

Ability to apply accounting practices to government operations.

Ability to apply policy to specific situations.

Ability to make accounting entries accurately.

Ability to keep accurate records.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 07/01/16

Date Effective: 07/01/16

Date Revised

ACCOUNTANT 2

CLASS NUMBER : 10861
EEO CATEGORY : Professionals

GRADE: OR03
FLSA: Exempt

JOB OBJECTIVE

Performs professional and analytical accounting work. Performs related duties as required.

JOB DESCRIPTION**MAJOR JOB RESPONSIBILITIES**

- Performs professional accounting duties.
 - Prepares various types of financial statements and supporting documentation.
 - Assists in budget administration.
 - Reconciles accounts.
 - Researches and resolves accounting problems as needed.
 - Assists with audits as assigned.
- Prepares balance sheets, profit and loss statements and other financial reports.
 - Analyzes trends, costs, revenue, financial commitments, and obligations incurred to predict future revenues and expenses.
 - Reports finances to managements and assumptions underlying budget forecasts.
- Posts various types of accounting transactions.
 - Prepares and processes various financial forms.
 - May assist with preparation of payrolls.
 - Orders and accounts for fixed assets and supplies.
 - Processes and maintains financial/accounting documents and records.
- Participates in various financial compliance related tasks.
 - Researches, analyzes, interprets, and produces financial and narrative reports and/or projections.
 - Studies and verifies accurate financial information.
 - Keeps records on receipts and disbursements.
 - Handles complaints and questions regarding professional finance related issues.
 - Interprets accounting policies and procedures.
- Provides analytical services to clients, departments, or members of the public.
- May perform various lead or supervisory duties.
 - Assigns and reviews work.
 - Evaluates employee performance.
 - Approves leave requests
 - Counsels with and corrects employees as needed.
- Attends meetings as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This classification may have lead or supervisory responsibility over clerical and paraprofessional accounting classifications or less senior staff, as assigned.

This classification receives limited supervision and reports to the designated supervisor, who assigns and reviews work and assists with any unusual or complex problems or situations encountered.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves the everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. the work area is adequately lighted, heated, and ventilated.

This classification works primarily in an office setting under generally favorable working conditions. Work is sedentary, however, there may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in a financial related field and some professional-level experience.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur and may include Certification as a Certified Public Accountant (CPA).

PERFORMANCE STANDARDS

Knowledge of accounting principles and practices.

Knowledge of departmental policies and procedures, especially as they relate to accounting and financial recordkeeping.

Knowledge of budgeting practices and procedures.

General knowledge of audit requirements.

General knowledge of fixed asset accounting.

General knowledge of supervisory principles and practices.

Skill in working with the public.

Skill in researching and resolving problems.

Ability to prepare billing or other types of financial statements and reports.

Ability to apply accounting practices to government operations.

Ability to apply policy to specific situations.

Ability to make accounting entries accurately.

Ability to keep accurate records.

Ability to train others.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 07/01/16

Date Effective: 07/01/16

Date Revised



ACCOUNTANT 3

CLASS NUMBER : 10862
EEO CATEGORY : Professionals

GRADE: OR05
FLSA: Exempt

JOB OBJECTIVE

Performs the more complex professional accounting functions. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Performs professional accounting duties.
 - Prepares various types of financial statements and supporting documentation.
 - Assists in budget administration.
 - Reconciles accounts.
 - Researches and resolves accounting problems as needed.
 - Assists with audits as assigned.
- Prepares balance sheets, profit and loss statements and other financial reports.
 - Analyzes trends, costs, revenue, financial commitments, and obligations incurred to predict future revenues and expenses.
 - Reports finances to managements and assumptions underlying budget forecasts.
- Posts various types of accounting transactions.
 - Prepares and processes various financial forms.
 - May assist with preparation of payrolls.
 - Orders and accounts for fixed assets and supplies.
 - Processes and maintains financial/accounting documents and records.
- Participates in various financial compliance related tasks.
 - Researches, analyzes, interprets, and produces financial and narrative reports and/or projections.
 - Studies and verifies accurate financial information.
 - Keeps records on receipts and disbursements.
 - Handles complaints and questions regarding professional finance related issues.
 - Interprets accounting policies and procedures.
- Provides analytical services to clients, departments, or members of the public.
- May perform various lead or supervisory duties.
 - Assigns and reviews work.
 - Evaluates employee performance.
 - Approves leave requests
 - Counsels with and corrects employees as needed.
- Attends meetings as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May supervise other professional employees as well as clerical personnel.

Receives general supervision and reports to a designated supervisor, who makes staff assignments and provides assistance with complex or difficult problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves the everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

This classification works primarily in an office setting under generally favorable working conditions. There may be some walking; standing; bending; carrying of light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in a financial related field and considerable professional-level experience.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur and may include Certification as a Certified Public Accountant (CPA).

PERFORMANCE STANDARDS

- Thorough knowledge of accounting principles and practices.
- Knowledge of departmental policies and procedures.
- Knowledge of budgeting practices and procedures.
- Knowledge of audit requirements.
- Knowledge of fixed asset accounting.
- Knowledge of the Metropolitan Charter pertaining to accounting and finance matters.
- Skill in working with the public.
- Skill in researching and resolving problems.
- Ability to operate independently with minimal daily direction from manager to accomplish objectives
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving, and results.
- Ability to develop, implement, and modify policies and procedures.
- Ability to prepare financial reports.
- Ability to apply accounting practices to government operations.
- Ability to use independent judgment in applying policy to specific situations.
- Ability to make accounting entries accurately and keep accurate records.
- Ability to train others.
- Ability to establish and maintain effective working relationships.

LICENSE REQUIRED

Valid "Class D" Driver's License may be required for some positions in this classification.

NOTE: Before using this classification, departments must consult and receive approval from the Department of Finance and the Department of Human Resources.

Date Approved: 07/01/16

Date Effective: 07/01/16

Date Revised

ADMINISTRATIVE SERVICES DIVISION MANAGER

CLASS NUMBER: 10863
EEO CATEGORY: Officials/Administrators

GRADE: OR09
FLSA: Exempt

JOB OBJECTIVE

Directs, manages and coordinates diverse and complex administrative services for a large department involving inter-governmental fiscal and operational relationships or manages all activities and services in a major division of a department, including developing short and long term goals and planning, developing and implementing programs and services of the department. Performs related duties as required.

JOB DESCRIPTION**MAJOR JOB RESPONSIBILITIES**

Evaluates programs of assigned area regularly to ensure they are efficient and consistent with departmental goals and policies.

Defines and establishes work standards and operational objectives in assigned area of responsibility.

Evaluates operating procedures and makes recommendations for improvement.

Formulates long and short range goals and objectives for better operating efficiency.

Directs preparation of administrative, financial, and special reports.

Confers with the Director and recommends changes for improving operational effectiveness.

May prepares and/or monitors the division/department budget.

Interprets rules and policies for staff.

Prepares reports, purchase orders and other documentation as needed.

May coordinate activities of division with other organizational units within the department.

Manages and directs personnel actions; interview, hire, assign, train and evaluate subordinate supervisors and other personnel.

Analyzes and assess future needs and expectations of division and proposing and implementing initiatives to address their accomplishment.

Monitors productivity, evaluates the effectiveness of systems and procedures and makes adjustments as needed.

Analyzes operational and/or customer service needs and recommends solutions.

May oversee the work performed by contractors/vendors and recommends/implements improvements pertaining to contractual or other services.

Investigates and resolves various requests and/or complaints from the public.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises all employees within a division either directly or indirectly.

Receives direction from and reports to the Director or designee, who outlines overall goals and objectives for each division and assists with any complex or unusual matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc.. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university and eight (8) years of managerial and administrative experience.

No Substitution

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

- Thorough knowledge of managerial and administrative principles and practices.
- Thorough knowledge of the principles and practices of business and financial management.
- Knowledge of Civil Service and departmental rules and procedures.
- Knowledge of the goals and objectives of the department.
- Ability to plan, organize, and supervise comprehensive business and administrative services.
- Ability to analyze and evaluate programs and to measure their effectiveness.
- Ability to implement program changes in an efficient manner.
- Ability to allocate resources.
- Ability to monitor and analyze activities.
- Ability to communicate effectively, both orally and in writing.
- Ability to coordinate and review the work of employees.
- Ability to train others.
- Ability to keep accurate records and write detailed reports.
- Ability to evaluate employees.
- Ability to establish and maintain effective working relationships

LICENSE REQUIRED

Valid "Class D" Driver's License may be required for some positions in this classification.

Date Approved:

Date Effective: 07/01/2016



BEER PERMIT INSPECTOR 3

CLASS NUMBER: 10872
EEO CATEGORY: Officials/Administrators

GRADE: ST10
FLSA: Non-Exempt

JOB OBJECTIVE

Performs the more complex and varied investigative and analytical work in enforcing laws, ordinances, rules, and regulations governing transportation, storage, sale, distribution, possession, receipts, and/or manufacturing of beer and other alcoholic beverages of less than five (5) percent, as well as dance laws of Nashville/Davidson County. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Enforces beer and dance laws and ordinances.
 - Patrols assigned areas.
 - Observes conduct of employees and patrons of establishments permitted to sell beer and alcoholic beverages of less than five (5) percent.
 - Investigates the more complex complaints.
 - Determines best course of action in unusual situations.
 - Serves subpoenas and legal charges.
 - Assists in prosecuting violators of beer and dance laws.
 - Compiles accounts of all violations for prosecution.
 - May be called to testify in court cases pertaining to violations of beer and dance laws and ordinances.
- Performs licensing inspections.
 - Checks delinquent permit holders.
 - Measures the legal distance for all new locations.
- Performs administrative duties.
 - Maintains records and preserves reports.
 - Answers questions about the program and guidelines.
 - Provides authoritative interpretations of policies, rules, and regulations.
 - Prepares concise reports of investigations.
 - Advises police on interpretation of laws and regulations pertaining to beer and other alcoholic beverages of less than five (5) percent.
 - Deposits revenue collected from permits.
- Keeps abreast of any changes or modifications in regulatory rules and policies.
- Attends various meetings and training sessions.
- May train or coordinate the work of Beer Permit Inspectors 1 and 2.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

- May lead the work of Beer Permit Inspectors 1 and 2.
- Receives general supervision and reports to the Beer Permit Board-Executive Director, who reviews unusual administrative matters and ensures that policies and procedures of the Beer Permit Board are properly enforced.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works both in an office setting under generally favorable working conditions and in the field. There may be some extended periods of walking, standing, bending, carrying light items, etc.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma and eight (8) years of responsible public contact experience.

More specific degree, certification, and experience requirements will be included on the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of state and local regulations governing the dispensing of beer and other alcoholic beverages.

Thorough knowledge of the laws and ordinances governing public dance halls.

Thorough knowledge of arrest procedures.

Thorough knowledge of the rules of evidence and the laws governing the custody of persons.

Skill in dealing with the public.

Ability to conduct detailed investigations.

Ability to analyze situations and adopt quick, effective, and reasonable courses of action.

Ability to follow oral and written instructions.

Ability to work in stressful situations.

Ability to communicate effectively, both orally and in writing.

Ability to enforce laws, policies, and procedures.

Ability to lead and train employees.

Ability to prepare accurate reports and to maintain records.

Ability to use an automobile, two-way radio, camera, measuring wheel, and general office equipment.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid "Class D" Driver's License

Date Approved: 07/01/16

Date Effective: 07/01/16



BREATHING APPARATUS TECHNICIAN

CLASS NUMBER: 10881
EEO CATEGORY: Skilled Craft Workers

GRADE: ST07
FLSA: Non-Exempt

JOB OBJECTIVE

Performs skilled and semi-skilled maintenance, repair, testing and work on respiratory apparatus and protective equipment in compliance with regulations and standards and related governmental standards in the Fire Department. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Performs general and preventative maintenance, repair, and testing on breathing apparatus.
 - Maintains and repairs face pieces, air packs, and cylinders.
 - Fit and flow test equipment.
 - Calibrates equipment.
 - Test air lines.
 - Minor repairs and refills to Air Trucks.
 - Repairs or replaces brackets for SCBA's.
 - Performs warranty work on SCBA's for Davidson and surrounding counties.
 - Trains personnel on how to use and clean SCBA's and other equipment.
 - May respond to fire scenes to fill compressed air cylinders.
- Distributes supplies and assists with inventory controls.
 - Reads and interprets supply catalogs.
 - Issues equipment and supplies.
 - Assists with estimating supply needs.
 - Prepares requisitions for equipment and supplies.
 - Receives and stocks inventory.
 - Assists with coordinating delivery dates with vendors.
 - Maintains working area according to standards.
- Runs errands to pick up parts and equipment.
- Keeps detailed records and writes reports.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

The employee receives limited supervision and reports to a Stores Supervisor or Fire District Chief, who gives assistance on complex and/or unusual situations.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves moderate risks or discomforts which require special safety precautions, e.g., working under extreme outdoor weather conditions, working around moving parts, carts, or machines, irritant chemicals, etc. May be required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields.

Employee works in a variety of areas which may require travel to various sites, crawling, bending, climbing, and lifting light to heavy objects. Employees must remain alert when using or around power tools or construction equipment.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma and two (2) years of general maintenance and repair experience.

More specific certification, and experience requirements may be included on the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Knowledge of various types of breathing apparatus and associated equipment utilized by the Fire Department.

Knowledge of standard mechanical tools and test equipment, and of the methods and practices utilized in mechanical repair and maintenance.

Knowledge of maintenance requirement for fire fighting equipment.

Knowledge of preparing and maintaining files and associated documents.

Knowledge of OSHA and other safety regulations.

Ability to maintain inventory of breathing apparatus, related equipment, and necessary parts.

Skill using hand and power tools and equipment.

Ability to exercise judgment for the selection of proper materials.

Ability to read and interpret blueprints and to work from plans and specifications.

Ability to make estimates of materials.

Ability to use safety equipment and related repair equipment.

Ability to write reports and maintain accurate records.

Ability to follow oral and written instructions.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid "Class D" Driver's License

MSA (Mind Safety Appliance) certification within 6 months of employment

MMR (Mask Mounted Regulators) Certification within 6 months of employment

Date Approved: 7/1/2016

Date Effective: 7/1/2016

Date Revised:



CORRECTIONAL OFFICER TRAINEE

CLASS NUMBER: 10879
EEO CATEGORY: Protective Service Worker

GRADE: CO01
FLSA: Non-Exempt

JOB OBJECTIVE

Attends and completes a schedule of instruction through the training academy for Davidson County Sheriff's Office (DCSO). Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Completes a basic training program which consists of courses in physical training, first aid, correctional law, incident report writing, use of force protocols, subject control, proper search techniques, agency policy and procedure, and other related areas.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

This classification receives classroom training and practical exercises under the direction and guidance of instructors, training officers, and supervisory staff within a correctional environment.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

This classification spends approximately equal time in a classroom environment and in physical exertion such as walking, running, climbing, bending, stooping, stretching, or application of subject control techniques. The training environment involves high risks with exposure to potentially risky situations or unusual environmental stresses which require a range of safety and other precautions.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Under Tennessee Code Annotated 41-4-144, all candidates for this position must have a high school diploma or state-approved equivalent.

Note: Upon hiring, employees are required to successfully complete the correctional training academy.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in making observations and taking note of, and remembering, details
- Ability to learn and apply training in a correctional environment
- Ability to read and understand laws, regulations, policies, orders, and procedures
- Ability to work in a stressful and physically-demanding environment
- Ability to respond to emergency situations
- Ability to supervise and manage inmates regardless of charge or background

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Ability to physically restrain violent or unruly individuals
Ability to communicate effectively orally and in writing
Ability to write accurate records and reports
Ability to complete required training designed for the position
Ability to follow written and oral instructions
Ability to analyze situations and adopt quick, effective, and reasonable courses of action
Ability to establish and maintain effective working relationships
Ability to deal courteously with the public

LICENSE REQUIRED

None

ADDITIONAL REQUIREMENTS

Applicants must have reached their twenty-first birthday at the time of hiring.

Applicants must be US citizens at the time of hiring.

Applicants must have visual acuity not worse than 20/40 corrected in each eye and peripheral vision of 70 degrees horizontally in each eye. Applicants must have hearing in a pure tone average of not worse than 30 decibels (dB) 500, 1000 and 2000 Hertz (Hz), with or without mechanical assistance.

Applicants must not have hearing worse than 45 dB at 3000 HZ or 55 dB at 4000 Hz in each ear.

Applicants must pass a medical and psychological examination with standards set out by the Civil Service Medical Examiner and state law.

Applicants must successfully complete drug screening as required by Metropolitan Government.

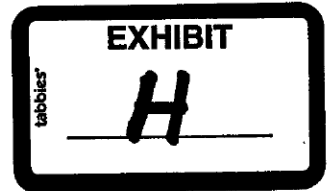
CIVIL SERVICE STATUS

Correctional officer trainees are provisional (non-Civil Service) employees. Upon successful completion of academy and on-the-job training, the employee is automatically moved into the correctional officer I classification and begins a six-month probationary period. The initial hire date will be used in computing leave accrual.

Date Approved: 07/01/2016

Date Effective: 07/01/2016

Date Revised:



ENGINEER MANAGER

CLASS NUMBER: 10880

GRADE: OR10

EEO CATEGORY: Officials/Administrators

FLSA: Top-Level Mgt.

JOB OBJECTIVE

Performs administrative and supervisory duties involved in managing Engineering activities and functions and assists in the overall administration of the Engineering Division. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Manages engineering functions and operations.

Coordinates project planning, design, and construction with other divisions within the department.

Consults with private engineering firms as appropriate.

Writes design specifications and reviews bids on Public Works projects.

Oversees and participates in the selection and assignment of employees.

Reviews employee evaluations.

Reviews disposition of projects for compliance with contract terms and regulatory requirements.

Addresses the more complex problems arising during construction or maintenance stages.

Advises subordinates on the more complex engineering techniques and calculations.

Advises the Assistant Director or Engineer Chief of cost effectiveness of projects.

Assists department heads and other governmental officials with planning short and long range maintenance and construction projects based upon departmental goals and objectives.

Assists with preparation and administration of the capital improvement and engineering related budget.

Participates in the solicitation of federal grants.

Attends Metro Council or Council Committee meetings as needed.

Acts for the Director in his/her absence or at his/her direction.

Plans and recommends improvements in operating procedures.

Evaluates staff procedures on a continuous basis and recommends and implements improvements where necessary.

Administers personnel policies and makes recommendations for disciplinary action.

Reviews and develops technical, statistical, and narrative reports.

Keeps abreast of current trends in the Engineering area.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Directly and/or indirectly supervises assigned employees.

Employee receives direction from and works under broad administrative guidance with latitude in making decisions on all daily operations under the direction of the Assistant Director or designee.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's Degree in Civil Engineering from an accredited college or university and eight (8) years of engineering project management experience.

No Substitution

PERFORMANCE STANDARDS

Thorough knowledge of local, state, and federal regulations affecting municipal projects.

Thorough knowledge of engineering terminology, principles, and theories.

Thorough knowledge of legal terminology used in construction documents.

Thorough knowledge of estimating and surveying procedures.

Thorough knowledge of construction contract administration.

Thorough knowledge of supervisory practices.

Working knowledge of planning, forecasting, and budgeting techniques.

Working knowledge of Civil Service and departmental rules, policies, and procedures.

Skill in the use of engineering instruments and equipment.

Skill in setting goals.

Ability to perform complex problem analysis and to analyze difficult engineering data.

Ability to read and interpret engineering plans and specifications.

Ability to perform cost/benefit usage and other kinds of analyses.

Ability to make recommendations involving system planning, engineering design and construction.

Ability to make accurate engineering computations.

Ability to direct and coordinate the work of engineering personnel.

Ability to oversee municipal projects from conception to completion.

Ability to deal with the public.

Ability to write detailed reports.

Ability to communicate effectively, both orally and in writing.

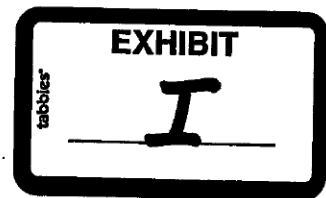
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid TN Driver's License and Professional TN Engineering License: The Tennessee Professional Engineering License must be obtained prior to completion of the probationary period. **Failure to obtain the Tennessee License will terminate employment.**

Date Approved:

Date Effective: 07/01/2016



FIRE CAPTAIN SENIOR

CLASS NUMBER: 10882
EEO CATEGORY: Professional

GRADE: PF09
FLSA: Non-Exempt

JOB OBJECTIVE

Supervises and oversees the overall operation, administrative and training activities of personnel in a fire station. Responsible for maintenance and care of assigned apparatus, equipment and facility in operations. This position maybe required to rotate among divisions depending on department needs. Assignments may be long or short term and are subject to change as needed. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs supervisory duties.

Assigns and reviews work.

Evaluates employee performance.

Counsels with and corrects employees as needed.

Supervise overall operations at emergency scene.

Responds to emergency calls and directs companies in the operations division, rescue and first responder medical operations.

Determines firefighting and rescue methods to be used and assigns employees and equipment as needed.

Oversees salvage and overhaul operations.

Ensures that property is secured after emergency is controlled and finalized.

Preplans structures to record information on location of hydrants, hazardous materials, type of occupancies and related information.

Conducts and supervises in the training of fire companies.

Researches administrative problems and recommends solutions.

Ensures that equipment and facility are maintained in working order.

Attends training sessions and rectification programs as required.

Develops and participates in educational training programs.

Prepares and maintains required reports and documents.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Employee is responsible for the overall day-to-day operations and for activities of assigned personnel. Receives direction from and reports to a designated supervisor, who is consulted on unusual or complex matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions; Employees may be required to work varying shifts, weekends and holidays and perform various administrative duties.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

1. High School Diploma
2. At least (10) year's experience in the Nashville Fire Departments Operations division including two (2) year's experience as Fire Captain in suppression.
3. Valid State of Tennessee Emergency Medical Technician License
4. Must have completed the most recent in-service training session.

Employees must complete the department-approved 40-hour leadership and supervision course within one year of promotion to this position.

PERFORMANCE STANDARDS

NOTE: As with all other sworn positions within the Fire Department, the employee must maintain the knowledge, skills, and physical and emotional capabilities to function in the role of a Firefighter/EMT and in all other sworn positions of lesser rank.

Thorough knowledge of modern fire prevention, safety, suppression methods.

Thorough knowledge of the use and maintenance of fire fighting apparatus, safety and related equipment.

Thorough knowledge of fire fighting methods and principles of hydraulics as applied to firefighting including extinguishing techniques, ventilation procedures and handling of hazardous chemicals and materials.

Thorough knowledge of the policies, procedures, and operations of the Fire Department.

Knowledge of the principles and practices of business management.

Knowledge of office practices and policies.

Working knowledge of Civil Service and departmental rules, policies, and procedures.

Ability to use independent judgment in applying policy to specific situations. Working knowledge of standard first aid and safety procedures.

Working knowledge of local ordinances and state laws affecting operation, safety and prevention.

Working knowledge of street locations and buildings in service area.

Ability to operate fire fighting apparatus and related equipment.

Ability to use judgment and discretion in fire suppression, safety and prevention functions.

Ability to make quick, accurate decisions concerning human life.

Ability to work with the public.

Ability to work in stressful situations under adverse conditions.

Ability to train and supervise employees.

Ability to deal courteously with the public.

Ability to communicate effectively, both orally and in writing.

Ability to write detailed reports and maintain accurate files and records.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid "Class D" Tennessee Driver's License

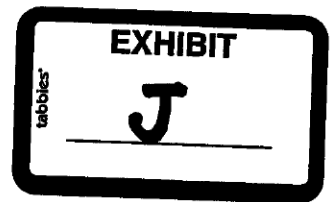
Valid State of Tennessee Emergency Medical Technician License (per Policy 8.2 B-II)

**All employees promoted to this classification are required to complete a 1 year work test period, per Civil Service rule 3.2.

Date Approved: 07/01/16

Date Effective: 07/01/16

Date Revised:



FIRE OPERATIONS MANAGER

CLASS NUMBER: 10883

GRADE: PF11

EEO CATEGORY: Officials/Administrators

FLSA: Top-Level Mgt.

JOB OBJECTIVE

Performs administrative and supervisory duties involved in commanding all fire suppression and emergency medical activities on an assigned shift in the Nashville Fire Department. Plans and implements programs for the Fire Department in accordance with federal, state, local policy and regulations, and may perform administrative duties involved in a variety of services essential to effective operation of the department. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs various administrative duties.

- Assists with planning, organizing, controlling, and evaluating work activities in the Operations Division of the Fire Department.

- Plans and recommends improvements in operating procedures and methods.

- Assists with determining policy matters for betterment of the division.

- Coordinates and preplans fire emergencies with fire suppression personnel.

- Evaluates staff procedures on a continuous basis and recommends and implements improvements where necessary.

- Develops reports and maintains records.

Performs various supervisory duties.

- Supervises inspection of Fire Department equipment.

- Responds to major fire alarms and assumes command until higher ranking chief arrives.

- Investigates fire hazards and complaints.

- Responds to emergency calls and may assume command when off duty.

- Approves leave requests.

- Assigns and reviews work.

- Evaluates employee performance.

- Counsels with and corrects employees as needed.

- Supervises drill activities.

- Instructs new employees on departmental rules and regulations.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises all fire fighting and emergency medical personnel on assigned shift or geographical area.

Receives direction and reports to a Fire Commander or higher, who is kept informed of all activities of special concern. Has latitude to make decisions on all daily operations.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves risks and discomforts associated with an emergency response environment. Some time is spent in the office performing administrative duties. In the field, employees are exposed to various types of hazardous conditions, e.g., working under extreme outdoor weather conditions. May be required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields.

May work an assigned shift in an emergency response environment and is exposed to various types of hazardous conditions, adverse weather, with individuals in a highly stressful situation.

The work of this classification requires substantial physical exertion such as walking, climbing, bending, stooping, stretching, or similar activities.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Must be classified as a Fire District Chief in the Nashville Fire Department.

No Substitution

*NOTE: As per Civil Service Policy 8.2C-I, this classification is designated as an assignment classification. Employees who are assigned to this classification shall hold the classification and be compensated at the assigned grade level until such time as the assignment ends; at which time the employee's classification and pay grade revert back to their permanently assigned position.

PERFORMANCE STANDARDS

Thorough knowledge of the policies, procedures, and operations of the Fire Department.

Thorough knowledge of modern fire prevention and suppression methods.

Thorough knowledge of the use and maintenance of fire fighting apparatus and equipment.

Thorough knowledge of fire fighting methods and principles of hydraulics as applied to fire suppression including extinguishing techniques, ventilation procedures, and handling hazardous chemicals and materials.

Thorough knowledge of rules/regulations of Tennessee Department of Health, EMS Division.

Knowledge of standard first aid and safety procedures.

Knowledge of local ordinances and state laws affecting fire suppression and prevention.

Knowledge of the use and maintenance of emergency medical care equipment.

Knowledge of street locations and buildings in service area.

Knowledge of Civil Service and departmental rules and policies.

Knowledge of OSHA laws related to fire prevention.

Knowledge of the geography of the Nashville/Davidson County area.

Knowledge of principles and practices of business management.

Knowledge of office practices and policies.

Page 3 - FIRE OPERATIONS MANAGER

- Skill in oral and written communications.
- Ability to operate fire fighting and communications equipment.
- Ability to make quick, accurate decisions concerning human life.
- Ability to work with the public.
- Ability to work in stressful situations under adverse conditions.
- Ability to train and supervise employees.
- Ability to communicate effectively, both orally and in writing.
- Ability to use emergency equipment, office equipment, and an automobile.
- Ability to use independent judgment and discretion in fighting fires.
- Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid "Class D" Driver's License

Paramedic/EMS Division

- Licensed by State of Tennessee as a Paramedic.
- Must obtain certification in Advanced Cardiac Life Support and Basic Trauma Life Support prior to completion of probation/work test.
- Failure to maintain required license or certifications will result in termination.

Date Approved:

Date Effective: 07/01/2016



FIRE PLANS EXAMINER 1

CLASS NUMBER: 10884
EEO CATEGORY: Professional

GRADE: OR05
FLSA: Exempt

OBJECTIVE

Examines plans and specifications to ensure compliance with Fire and building Code and other adopted regulatory requirements. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Examines blueprints, plans, and specifications for compliance with regulatory codes.
 - Checks dimensions of plans to ensure minimum requirements are met.
 - Reviews specifications for all materials.
 - Recommends approval or disapproval of plans after thorough examination.
- Performs inspections as needed.
 - Reports discrepancies and design variations found in plans, building materials, and methods of construction.
 - Confers with the public, architects, engineers, and contractors to explain codes and standards.
 - Consults with appropriate organizations on the best methods to achieve compliance with codes.
 - Performs administrative duties.
 - Writes detailed reports as needed.
 - Maintains records on each plan review application.
 - Attends appeal cases as needed and submits documentation to be considered in the final decision.
 - Serves as a liaison with code groups and organizations involved in code development and product approvals.
 - Uses a computer terminal to input and retrieve information.
 - Answers inquiries concerning codes regulations.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

This classification receives general supervision and reports to the Supervisor over NFD Plans Reviews, who gives direction on routine matters and assists with complex or non-routine situations.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions; however, occasional travel to various construction sites will be required. There may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees typically would have a Bachelor's Degree in Engineering, Architecture, Fire Protection or related field from an accredited college or university and one (1) year experience dealing with building construction, designing structures and/or reviewing plans and specifications or related experience.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

- Knowledge of the International building Codes and other applicable codes.
- Knowledge of codes, laws, and ordinances relating to construction plans and specifications.
- Knowledge of the materials, methods, and procedures used in construction.
- Knowledge of architectural design symbols.
- Knowledge of legal terminology used in construction documents.
- Skill in oral and written communications.
- Ability to examine complex plans and specifications and make appropriate recommendations.
- Ability to detect deviations from regulatory codes.
- Ability to discuss, explain, and interpret codes requirements.
- Ability to determine compliance with Fire Code Laws and Ordinances.
- Ability to draw architectural plans.
- Ability to work with the public.
- Ability to maintain accurate records.
- Ability to write technical reports.
- Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

- Valid "Class D" Driver's License
- State of Tennessee certification as Fire Inspector 1
- State of Tennessee certification as Fire Inspector 2 within one (1) year of appointment

Date Approved: 07/01/16
Date Effective: 07/01/16
Date Revised:



FIRE PLANS EXAMINER 2

CLASS NUMBER: 10885
EEO CATEGORY: Professional

GRADE: OR06
FLSA: Exempt

JOB OBJECTIVE

Examines plans and specifications to ensure compliance with Fire and building Code and other adopted regulatory requirements. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Examines blueprints, plans, and specifications for compliance with regulatory codes.

- Checks dimensions of plans to ensure minimum requirements are met.

- Reviews specifications for all materials.

- Recommends approval or disapproval of plans after thorough examination.

Performs inspections as needed.

- Reports discrepancies and design variations found in plans, building materials, and methods of construction.

- Confers with the public, architects, engineers, and contractors to explain codes and standards.

- Consults with appropriate organizations on the best methods to achieve compliance with codes.

Performs administrative duties.

- Writes detailed reports as needed.

- Maintains records on each plan review application.

- Attends appeal cases as needed and submits documentation to be considered in the final decision.

- Serves as a liaison with code groups and organizations involved in code development and product approvals.

- Uses a computer terminal to input and retrieve information.

- Answers inquiries concerning codes regulations.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May lead and train Plans Examiners 1.

Employee receives direction and reports to a division head or other member of upper-level management, who reviews completed assignments and tasks when required.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions; however, occasional travel to various construction sites will be required. There may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees typically would have a Bachelor's Degree in Engineering, Architecture, Fire Protection or related field from an accredited college or university with 3 years experience dealing with building construction, designing structures, and/or reviewing plans and specifications, or related experience.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

- Knowledge of the Southern Standard Building Codes and other applicable codes.
- Knowledge of codes, laws, and ordinances relating to construction plans and specifications.
- Knowledge of the materials, methods, and procedures used in construction.
- Knowledge of architectural design symbols.
- Knowledge of legal terminology used in construction documents.
- Skill in oral and written communications.
- Ability to examine complex plans and specifications and make appropriate recommendations.
- Ability to detect deviations from regulatory codes.
- Ability to determine compliance with Fire Code Laws and Ordinances.
- Ability to discuss, explain, and interpret codes requirements.
- Ability to draw architectural plans.
- Ability to work with the public.
- Ability to maintain accurate records.
- Ability to write technical reports.
- Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid "Class D" Driver's License

State of Tennessee certification as Fire Inspector 1

State of Tennessee certification as Fire Inspector 2 within one (1) year of appointment

State of Tennessee certified Plans Examiner or Certified Plans Examiner (ICC) or NFPA Certified Fire Plans Examiner

Date Approved: 07/01/16

Date Effective: 07/01/16

Date Revised:



HELICOPTER PILOT

CLASS NUMBER: 10886
EEO CATEGORY: Professionals

GRADE: OR06
FLSA: Non-Exempt

JOB OBJECTIVE

Flies single engine helicopters in support of the Special Operations division of the Police Department.
Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Flying single engine helicopters

- Reviews and evaluates weather reports and applies technical guidelines for flight.
- Maintains documentation regarding weather, flight information, and police reports.
- Evaluates the performance of helicopters, equipment, and/or systems as compared to the established standards
- Co-ordinates flight patterns with BNA air traffic control.
- Performs duties of a Tactical Flight Officer (TFO)/Observer.
- May communicate with the public regarding project and/or program progress.

Maintains all necessary requirements for flight.

- Keeps abreast of new trends and/or developments in the Aeronautical Information Manual and Federal Aviation Regulations
- Studies operations manuals, FAA regulations, and flight publications
- Participates in bi-annual flight reviews

Conducts pre-flight and post-flight inspections of aircraft

- Checks the condition and security of aircraft components.
- Checks oil and fluid levels.
- Checks safeties, coder pins, and slippage marks.
- Washes and cleans helicopters.

Performs administrative/technical duties.

- Participates in the development of specifications for and designs of new policies, procedures related to area of specialization.
- Maintains legal documents.
- Investigates and solves various complaints.
- Performs and checks difficult computations.
- Prepares various technical reports.

May serve as technical authority in legal developments.

Keeps abreast of new trends and/or developments in field.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Employee receives direction and reports to the designated management-level supervisor, who is consulted on complex or unusual matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves moderate risks or discomforts associated with flying helicopters. These include working in extreme temperatures, working around potentially dangerous equipment, moving parts, carts, or machines, working around grease and oil, etc.

Requires physical exertion such as walking, climbing, bending, stooping, stretching, handling heavy equipment and parts, exposure to a variety of irritant chemicals, lubricants, and exhaust fumes. May be required to use protective clothing or gear such as flight suits, masks, coats, goggles, gloves, or shields and to take other precautions as necessary to minimize risks of personal injury.

Depending upon position location and job assignment, some employees in this classification may be required to serve on call 24 hours.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma

1500 hours helicopter time and 500 or more hours turbine PIC (pilot in command) time

PERFORMANCE STANDARDS

Thorough knowledge of FAA Rules and Regulations

Thorough knowledge of all federal, state, and/or local laws, regulations and policies affecting area of specialization.

Knowledge of Civil Service and departmental policies and procedures.

Ability to communicate effectively, both orally and in writing

Ability to write accurate reports

Ability to establish and maintain effective working relationships

Ability to make daily visual inspection of helicopters prior to first flight of the day

Ability to read and understand wiring diagrams, charts and symbols

Ability to concentrate for long periods of time.

Ability to solve problems and act quickly and decisively.

Ability to respond to the Aviation Section hangar, 24 hours a day, 7 days a week while on call.

Ability to work any shift or days off, with short notice for changes.

Skill in problem-solving.

Ability to detect deviations from established procedures.

Ability to identify improperly performed procedures.

Ability to devise and execute corrective actions for problems affecting area of specialization.

Ability to perform maintenance inspections on equipment and instruments.

Ability to coordinate and perform inspections.

Ability to gather information and analyze statistical data.

Ability to prepare and review legal documents pertaining to area of specialization.

Page 3 –HELICOPTER PILOT

Ability to communicate effectively, both orally and in writing.
Ability to interpret technical specifications and related documents.
May require ability to plan and supervise work of employees.
Ability to maintain accurate records and write detailed reports.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid "Class D" Driver's License.
1st or 2nd Class FAA Medical Certificate
Commercial Rotorcraft Helicopter Pilot License or higher rating
Have no significant enforcement action or accident history with previous employer(s)

Date Approved:

Date Effective: 7/1/2016



INFORMATION SYSTEMS ADVISOR 3

CLASS NUMBER: 10887

GRADE: OR10

EEO CATEGORY: Officials/Administrators

FLSA: Top-Level Mgt.

JOB OBJECTIVE

Serves as a top-level expert for the most difficult and complex information systems projects and tasks and provides technical expertise, policy direction and coordination of supporting information systems. Performs managerial, professional and technical duties involved in creating, maintaining; modifying, and recovering databases. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Serves as technical expert in developing and managing information technology services divisions.

Identifies and leads resolution of problems to provide better service to information services customers.

Meets with customers to explore problem areas or opportunities for improvements in Information handling requirements.

Researches and develops solutions to difficult issues, and presents alternatives to management.

Reviews literature; consults with experts, and coordinates with vendors to identify appropriate hardware and/or software solutions to complex problems.

Prepares complex written documents such as RFP's, reports to top management, budgets, or other proposals.

Presents difficult technical material to technical and non-technical audiences.

Coordinates or assists with special projects having broad impact or where policy issues must be addressed.

Serves on or chairs inter-departmental committees addressing policy.

Coordinates between departments with mutual interests in information management projects to facilitate cooperation.

Coordinates project staff, which may cross organizational lines, to successful outcomes.

Functions as subject matter authority and serves as advisor to internal and external entities in one or more division of the Information Technology Services department.

May perform various supervisory duties.

Assigns and reviews work.

Evaluates employee performance.

Interprets rules, policies, and procedures for staff members.

Approves leave requests.

Trains and/or establishes training requirements for employees.

Counsels with and corrects employees as needed.

Prepares written and oral reports.

Serves on special project committees as assigned.

May represent the department in community meetings or initiatives.
Reviews transaction processing techniques and advises programming staff as needed.
Keeps abreast of important changes and industry standards in the field of information and security management.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May lead and manage the work of information systems professionals and others for the most difficult and complex information systems projects and tasks in assigned area.

Receives direction and reports to a top departmental manager, who is consulted on unusual or complex matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves both field and office duties. In the office setting employees are exposed to everyday risks or discomforts which require normal safety precautions typical of such places as meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated. In the field setting, the work environment involves moderate risks or discomforts which require special safety precautions, e.g., working under extreme outdoor weather conditions, working around moving carts, parts, or machines, irritant chemicals; etc.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. Field work may require lifting of objects as heavy as 100 pounds, standing, bending, stooping, and climbing.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have thorough experience in data processing operations, applications, PC network support, network security, or related areas. More specific education, experience, or certification requirements may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of data processing principles and practices.
Thorough knowledge of information systems used in or supported by the department.
Thorough knowledge of IT project management, including budgeting, procurement, implementation, and support.
Thorough knowledge of various coding and programming languages.
Thorough knowledge of Metro's administrative procedures affecting information systems, including purchasing and related procedures.

May require extensive and thorough knowledge of network security systems, hardware, database administration, and applications.

Knowledge of other administrative functions including personnel practices, budgeting, accounting purchasing, and auditing.

Ability to learn quickly and understand the operations of customer agencies.

Ability to exercise independent judgment in interpreting and applying procedures to specific cases.

Ability to analyze complex information and solve difficult problems.

Ability to plan, organize, and coordinate efforts of employees to successful outcomes.

Ability to deal with management, vendors, and others effectively in situations requiring tact and discretion, persuasion, and working through difficult issues.

Ability to create presentations

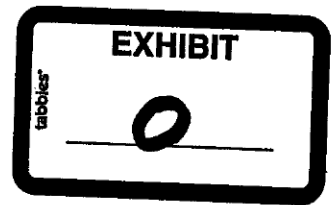
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Depending upon position location, some positions in this classification will require a Low-Voltage Wiring Installers License as specified in the position announcement.

Date Approved:

Date Effective: 7/1/2016



MANAGEMENT AND BUDGET ANALYST 1

CLASS NUMBER: 10873
EEO CATEGORY: Professionals

GRADE: OR01
FLSA: Exempt

JOB OBJECTIVE

Performs entry level professional organization-wide financial evaluations and analysis of programs, services and operations with minimal complexity. Works with assigned departments on budget development and strategic projects to include assisting in the establishment of goals and objectives. Basic understanding budgeting principles, Ability to successfully work on multiple tasks, sometimes with short deadlines, within a team environment. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Monitors and analyzes the financial affairs of assigned departments of less complexity.
- Participates in evaluating departmental performance, efficiency, and effectiveness.
- Assists departments with the technical and procedural aspects of preparing and submitting budget requests.
- Analyzes departmental budget requests for accuracy, cost effectiveness, and compliance with established budget policies and procedures.
- Prepares and analyzes estimates of assigned department's revenues and expenditures.
- Works with management of assigned departments to resolve various budget issues.
- Reviews cases of overdrafts.
- Receives and processes requests for budget transfers.
- May assist with developing and providing training for less complex issues.
- Provides staff support to committees or other departments, as assigned.
- Assists with the preparation, analysis, and management of the government-wide operating budget.
- Makes recommendations to management concerning procedures for budget preparation, evaluation, and management.
- Participates in analyzing organizational issues, procedures, and practices.
- Participates in evaluating public policy issues and plans.
- Assists with the evaluation of legislation.
- Confers with other departments, officials, consultants and explains policies and procedures; may make presentations on assigned projects.
- Participates in research and analysis projects to develop sustainable, repeatable and quantifiable business process improvements.
- Researches best practices to develop recommendations that increase productivity and help to reduce overall cost.
- Prepares various narrative, statistical, and financial reports.
- Assists with or carries out special projects, as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification. This classification may serve as the lead on less complicated projects.

SUPERVISION EXERCISED/SUPERVISION RECEIVED - Continued

This classification receives close supervision and reports to a designated supervisor, who makes staff assignments and provides assistance with complex or difficult assignments.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves the everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc.. The work area is usually adequately lighted, heated, and ventilated.

This classification may work in an office setting under generally favorable working conditions or at a departmental work site where lighting, heating, ventilation, and other conditions may be below typical office environment standards. Work is sedentary, however, there may be some walking; standing; bending; carrying of light items, etc.. No special physical demands are required to perform the work..

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in a financial, business administration, public administration, or related field.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

Note: Use of this series outside of the Finance Department, Office of Management and Budget requires approval from the HR Director and Finance Director.

PERFORMANCE STANDARDS

Knowledge of project management and research principles and resources.

Knowledge of principles of government finance including organization, personnel and fiscal management; statistical concepts and methods and general analytical procedures.

Knowledge of budgeting principles, statistical concepts and methods.

Knowledge of general analytical procedure.

Knowledge of Microsoft Office products including Word, Excel and PowerPoint.

Ability to successfully work on multiple tasks, sometimes with short deadlines, within a team environment.

Skill in dealing with the public.

Ability to effectively multitask on several assigned activities.

Ability to understand and apply concepts of policy and management analysis.

Ability to effectively administer assigned programs.

Ability to perform both complex and routine administrative work with speed and accuracy.

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Ability to write proposals, set priorities, meet deadlines and make sound decisions.

Ability to monitor financial and performance activities.

Ability to interpret statistical and financial information.

Ability to keep accurate records.

Ability to establish and maintain effective working relationships.

Ability to work with large amounts of data, interpret financial records, detect errors and prepare financial reports.

Ability to provide training to customers on basic fiscal procedures.

Ability to evaluate situations effectively.

Ability to communicate effectively, both orally and in writing.

LICENSES REQUIRED

Valid "Class D" Driver's License may be required for some positions in this classification.

Date Approved:

Date Effective: 07/01/16



MANAGEMENT AND BUDGET ANALYST 2

CLASS NUMBER: 10874
EEO CATEGORY: Professionals

GRADE: OR03
FLSA: Exempt

JOB OBJECTIVE

Performs professional organization-wide financial evaluations and analysis of programs, services and operations of some complexity. Works with assigned departments on budget development and strategic projects to include assisting in the establishment of goals and objectives. Good understanding of budgeting principles. Ability to successfully work on multiple tasks, sometimes with short deadlines, within a team environment. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Monitors and analyzes the financial affairs of assigned departments that are generally complex.
- Participates in evaluating departmental performance, efficiency, and effectiveness.
- Assists departments with the technical and procedural aspects of preparing and submitting budget requests.
- Analyzes departmental budget requests for accuracy, cost effectiveness, and compliance with established budget policies and procedures.
- Prepares and analyzes estimates of assigned department's revenues and expenditures.
- Works with management of assigned departments to resolve various budget issues.
- Reviews cases of overdrafts.
- Receives and processes requests for budget transfers.
- May assist with developing and providing training for complex issues.
- Provides staff support to committees or other departments, as assigned.
- Assists with the preparation, analysis, and management of the government-wide operating budget.
- Makes recommendations to management concerning procedures for budget preparation, evaluation, and management.
- Participates in analyzing organizational issues, procedures, and practices.
- Participates in evaluating public policy issues and plans.
- Assists with the evaluation of legislation.
- Confers with other departments, officials, consultants and explains policies and procedures; may make presentations on assigned projects.
- Participates in or leads research and analysis projects to develop sustainable, repeatable and quantifiable business process improvements.
- Researches best practices to develop recommendations that increase productivity and help to reduce overall cost.
- Prepares various narrative, statistical, and financial reports and short and long term forecasts.
- Assists with or carries out special projects, as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Page 2 - MANAGEMENT AND BUDGET ANALYST 2

This is a non-supervisory classification. This classification may serve in a lead capacity on projects of medium complexity.

Receives general supervision and reports to a designated supervisor who makes staff assignments and provides assistance with complex or difficult problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves the everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc.. The work area is adequately lighted, heated, and ventilated.

This classification may work in an office setting under generally favorable working conditions or at a departmental work site where lighting, heating, ventilation, and other conditions may be below typical office environment standards. Work is sedentary, however, there may be some walking; standing; bending; carrying of light items, etc.. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in a financial, business administration, public administration or related field and some professional-level experience. A Master's Degree or other post graduate degree in a related discipline may be substituted for professional level experience.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

Note: Use of this series outside of the Finance Department, Office of Management and Budget requires approval from the HR Director and Finance Director.

PERFORMANCE STANDARDS

Knowledge of project management and research principles and resources.

Knowledge of principles of government finance including organization, personnel and fiscal management; statistical concepts and methods and general analytical procedures.

Knowledge of budgeting principles, statistical concepts and methods.

Knowledge of general analytical procedure.

Knowledge of Microsoft Office products including Word, Excel and PowerPoint.

Working knowledge of the Metropolitan Charter as it relates to budget matters.

Ability to successfully work on multiple tasks, sometimes with short deadlines, within a team environment.

Page 3 - MANAGEMENT AND BUDGET ANALYST 2

Skill in dealing with the public.

Ability to effectively multitask on several assigned activities.

Ability to understand and apply concepts of policy and management analysis.

Ability to effectively administer assigned programs.

Ability to perform both complex and routine administrative work with speed and accuracy.

Ability to write proposals, set priorities, meet deadlines and make sound decisions.

Ability to monitor financial and performance activities.

Ability to interpret statistical and financial information.

Ability to keep accurate records.

Ability to establish and maintain effective working relationships.

Ability to work with large amounts of data, interpret financial records, detect errors and prepare financial reports.

Ability to provide training to customers on basic fiscal procedures.

Ability to evaluate situations effectively.

Ability to communicate effectively, both orally and in writing.

LICENSES REQUIRED

Valid "Class D" Driver's License may be required for some positions in this classification.

Date Approved:

Date Effective: 07/01/16

MANAGEMENT AND BUDGET ANALYST 3**CLASS NUMBER:** 10875**GRADE:** OR06**EEO CATEGORY:** Professionals**FLSA:** Exempt**JOB OBJECTIVE**

Performs the most complex professional organization-wide financial evaluations and analysis of programs, services and operations of the most complexity. Works with assigned departments on budget development and strategic projects to include assisting in the establishment of goals and objectives. Considerable understanding of budgeting principles. Ability to successfully work on multiple tasks, sometimes with short deadlines, within a team environment. Performs related duties as required.

JOB DESCRIPTION**MAJOR JOB RESPONSIBILITIES**

Monitors and analyzes the financial affairs of assigned departments that are the most complex.

Participates in evaluating departmental performance, efficiency, and effectiveness.

Assists departments with the technical and procedural aspects of preparing and submitting budget requests.

Analyzes departmental budget requests for accuracy, cost effectiveness, and compliance with established budget policies and procedures.

Prepares and analyzes estimates of assigned department's revenues and expenditures.

Works with management of assigned departments to resolve various budget issues.

Reviews cases of overdrafts.

Receives and processes requests for budget transfers.

May develop and provide training for more complex issues.

Provides staff support to committees or other departments, as assigned.

Assists with the preparation, analysis, and management of the government-wide operating budget.

Makes recommendations to management concerning procedures for budget preparation, evaluation, and management.

Participates in analyzing organizational issues, procedures, and practices.

Participates in evaluating public policy issues and plans

Evaluates legislation and drafts financial policies and procedures.

Confers with other departments, officials, consultants and explains policies and procedures; may make presentations on assigned projects.

Participates in or leads research and analysis projects to develop sustainable, repeatable and quantifiable business process improvements.

Researches best practices to develop recommendations that increase productivity and help to reduce overall cost.

Prepares various narrative, statistical, and financial reports and short and long term forecasts.

Assists with or carries out special projects, as needed.

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May supervise or lead the work of professional, para-professional, and/or clerical employees.
May perform various supervisory functions.
May assign and review work.
May approve leave requests.
May evaluate employee performance.
May counsel with and correct employees as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May supervise or lead work of professional and/or administrative support employees.

Receives direction and reports to a department head or other member of upper level management, who reviews completed assignments and tasks and provides assistance with complex or difficult problems as needed.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves the everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc.. The work area is adequately lighted, heated, and ventilated.

This classification may work in an office setting under generally favorable working conditions or at a departmental work site where lighting, heating, ventilation, and other conditions may be below typical office environment standards. Work is sedentary, however, there may be some walking; standing; bending; carrying of light items, etc.. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in a financial, business administration, public administration or related field and considerable professional-level experience.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

Note: Use of this series outside of the Finance Department, Office of Management and Budget requires approval from the HR Director and Finance Director.

PERFORMANCE STANDARDS

Thorough knowledge of project management and research principles and resources.

Thorough knowledge of budgeting principles, statistical concepts and methods.

Thorough knowledge of the Metropolitan Charter as it relates to budget matters.

PERFORMANCE STANDARDS - Continued

Knowledge of principles of government finance including organization, personnel and fiscal management; statistical concepts and methods and general analytical procedures.

Knowledge of general analytical procedure.

Knowledge of Microsoft Office products including Word, Excel and PowerPoint.

Ability to serve as the lead on projects of the greatest complexity.

Ability to effectively supervise, train, and evaluate others.

Ability to develop and provide training to customers on complex fiscal procedures.

Ability to successfully work on multiple tasks, sometimes with short deadlines, within a team environment.

Skill in dealing with the public.

Ability to effectively multitask, sometimes with short deadlines, within a team environment on assigned activities.

Ability to understand and apply concepts of policy and management analysis.

Ability to effectively administer assigned programs.

Ability to perform both complex and routine administrative work with speed and accuracy.

Ability to write proposals, set priorities, meet deadlines and make sound decisions.

Ability to monitor financial and performance activities.

Ability to interpret statistical and financial information.

Ability to keep accurate records.

Ability to establish and maintain effective working relationships.

Ability to work with large amounts of data, interpret financial records, detect errors and prepare financial reports.

Ability to provide training to customers on basic fiscal procedures.

Ability to evaluate situations effectively.

Ability to communicate effectively, both orally and in writing.

LICENSES REQUIRED

Valid "Class D" Driver's License may be required for some positions in this classification.

Date Approved:

Date Effective: 7/1/2016



OPERATIONS MANAGER

CLASS NUMBER: 10888

GRADE: OR09

EEO CATEGORY: Officials and Administrators

FLSA: Top-Level Mgt.

JOB OBJECTIVE

Directs all field activities involving the construction, maintenance and repair operations of various infrastructure systems such as; streets, roads and public right-of-ways; collection and disposal of residential and commercial refuse, residential brush and yard waste and/or recyclables; Stormwater, water or wastewater distribution systems. Performs related duties as required

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs top-level administrative duties.

Advises stakeholders on cost-effectiveness of projects.

Assists other governmental officials with planning short and long range maintenance and construction projects.

Oversees administration of the division budget.

Administers personnel policies and makes recommendations for disciplinary action.

Reviews and develops technical, statistical, and narrative reports.

Prepares and transmits communications, instructions, and policies to subordinates.

Plans, organizes, controls, and evaluates work activities in the division.

Evaluates staff procedures on a continuous basis; recommends and implements improvements where necessary.

Reviews employee evaluations.

Directs and oversees all maintenance, construction, and repair activities.

Determines priorities and establishes scheduling for maintenance or repair activities.

Analyzes cost, labor availability, and equipment needs for establishing project priorities and schedules.

Consults with Engineering personnel on technical matters.

Coordinates department's emergency response functions.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Directly supervises management-level or supervisory employees in the divisions and is indirectly responsible for the management of all division employees.

Employee receives direction from and works under broad administrative guidance with latitude in making decisions on all daily operations under the direction of the Appointing Authority or designee.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university and eight (8) years of increasingly responsible experience involving the construction, maintenance and repair operations of various infrastructure systems, including four (4) years of related management experience.

OR

High School Diploma and twelve (12) years of increasingly responsible experience involving the construction, maintenance and repair operations of various infrastructure systems, including four (4) years of related management experience.

More specific education, certification, or experience requirements may be specified in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of construction contract administration.

Thorough knowledge of supervisory practices.

Knowledge of OSHA regulations.

Knowledge of management principles.

Working knowledge of planning, forecasting, and budgeting techniques.

Working knowledge of Civil Service and departmental rules, policies, and procedures.

Skill in setting goals.

Ability to perform complex problem analysis.

Ability to read engineering plans and specifications.

Ability to perform cost/benefit, usage and other kinds of analyses.

Ability to direct and coordinate the work of employees.

Ability to establish priorities concerning maintenance and repair operations.

Ability to plan major projects.

Ability to oversee municipal projects from conception to completion.

Ability to deal with the public.

Ability to manage field and office work and related activities.

Ability to write detailed reports.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Tennessee "Class D" Driver's License

Date Approved:

Date Effective: 07/01/16



PROCUREMENT OFFICER 1

CLASS NUMBER : 10876
EEO CATEGORY : Professionals

GRADE: OR01
FLSA: Exempt

JOB OBJECTIVE

Performs entry-level duties involved in governmental procurement such as assisting in business development, sourcing, purchasing, contracting, contract compliance and procurement training. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Supports the procurement process through coordination with the Division of Purchasing.
- Participates in the evaluation process of ITB's and RFP's and other procurement procedures to maximize minority and small business participation.
- Attends and participates in pre-solicitation meetings.
- Assists suppliers and department users in the procurement process.
- Ensures the timely delivery of products and services.
- May participate in the selection of suppliers based on criteria.
- Uses the procurement and financial ERP systems to manage daily tasks and activities.
- Assists suppliers in the supplier registration process, changing passwords, accessing the system and maintaining their supplier profile.
- Provide supplier assistance and support in the day-to-day activities of the Business Assistance Office (BAO).
- Serve as liaison between minority business enterprises (MBE) and women business enterprises (WBE), Small Business Enterprise (SBE)/Service Disabled Veteran (SDV) & Disadvantaged Business Enterprise (DBE) and governmental agencies.
- Review and evaluate MBE/WBE, SBE/SDV & DBE utilization and compliance.
- Submit MBE/WBE, SBE/SDV & DBE utilization/compliance findings.
- Participate in the solicitation evaluation processes to maximize MBE/WBE, SBE/SDV & DBE participation.
- Support post award monitoring process for MBE/WBE, SBE/SDV & DBE contracts
- Provide consultation and assistance in seminars for MBE/WBE, SBE/SDV & DBE.
- Performs and administers training programs.
- Schedules division training programs.
- Assists in the review and testing of training materials.
- Assists in the compiling and organization of in-house training manuals.
- Maintains the training schedule.
- Follows up with employees on the job site to assess training effectiveness.
- Recruits participants for various training programs.
- Participates in a range of various division projects as assigned.
- Monitors Supplier and Procurement email boxes.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

This classification receives close supervision and reports to a designated supervisor, who assigns procurement assignments and assists with problems as needed.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves the everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

This classification works primarily in an office setting under generally favorable working conditions, and may be required to visit vendors or test products outside the office. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in a financial, business administration or related field.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur and may include task specific certifications.

PERFORMANCE STANDARDS

Knowledge of sourcing and procurement techniques

Knowledge of Microsoft Office products

Working knowledge of governmental procurement, MBE & WBE and SBE/& SDV governmental programs.

Working knowledge of the regulations, laws, guidelines, and policies governing procurement.

Working knowledge of contracting law.

Working knowledge of the Metropolitan Government and its organizational structure

Skill in group dynamics, public speaking, and conflict resolution

Skill in analytical and research skills, including the ability to identify issues and develop appropriate strategies.

Ability to plan, organize and prioritize tasks to ensure work is completed efficiently and effectively.

Ability to prepare bids and review technical specifications.

Ability to conduct market research and perform basic cost/benefit analysis.

Ability to judge the quality and suitability of service & commodities.
Ability to analyze information and draw accurate conclusion.
Ability to communicate effectively, both orally and in writing.
Ability to read and understand scopes of work, offers, contracts, and other legal documents.
Ability to work independently.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid "Class D" Driver's License may be required for some positions in this classification.

Date Approved: 07/01/2016
Date Effective: 07/01/2016
Date Revised:



PROCUREMENT OFFICER 2

CLASS NUMBER : 10877
EEO CATEGORY : Professionals

GRADE: OR03
FLSA: Exempt

JOB OBJECTIVE

Performs the analytical and administrative duties involved in governmental procurement such as conducting business development, needs assessment, sourcing, purchasing, contracting, contract amendments, contact compliance and procurement training. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Supports the procurement process through coordination with the Division of Purchasing.
 - Manages pre-solicitation meetings and the solicitation process.
 - Participates in the evaluation process of ITB's and RFP's and other procurement procedures to maximize minority and small business participation.
 - Attends and participates in pre-solicitation meetings.
 - Assists suppliers and department users in the procurement process.
 - May lead or assist Metro departments and others in development of solicitations, identifying needs and potential sources to meet the needs, for securing contracts, and/or issuing purchase orders (PO's).
 - Ensures the timely delivery of products and services.
 - Facilitates the selection and award process in keeping with laws, regulations, policies, and procedures.
- Uses the procurement and financial ERP systems to manage daily tasks and activities.
 - Assists suppliers in the supplier registration process, changing passwords, accessing the system and maintaining their supplier profile.
- Provide supplier assistance and support in the day-to-day activities of the Business Assistance Office (BAO).
- Serve as program monitor and liaison between minority business enterprises (MBE) and women business enterprises (WBE), Small Business Enterprise (SBE)/Service Disabled Veteran (SDV) & Disadvantaged Business Enterprise (DBE) and governmental agencies.
 - Review and evaluate MBE/WBE, SBE/SDV & DBE utilization and compliance.
 - Submit MBE/WBE, SBE/SDV & DBE utilization/compliance findings.
 - Participate in the solicitation evaluation processes to maximize MBE/WBE, SBE/SDV & DBE participation.
 - Support post award monitoring process for MBE/WBE, SBE/SDV & DBE contracts.
 - Provide consultation and assistance in seminars for MBE/WBE, SBE/SDV & DBE.
 - Reviews and evaluates small business utilization and compliance with the Procurement Nondiscrimination Program in submitted bids and proposals and sends findings to purchasing staff as appropriate.
- Participates in the evaluation process of ITB's and RFP's and other procurement procedures to maximize minority and small business participation.

- Coordinates with minority and small businesses registered to do business with Metro regarding available procurement opportunities; this includes soliciting the participation of small and minority-owned businesses for Metro procurement opportunities.
- Supports the post award monitoring process by preparing assigned procurements that include qualifying levels of SBE, MWBE or DBE participation for post award monitoring.
- Ensure the achievement of contract administration, coordination, and compliance objectives.
- Develops contracts for goods, services, and simple construction projects.
- Performs contract modification, change orders, amendments and contract procedures.
- Maintains the procurement contract listing and tracks the need for new solicitations.
- Communicates with the Procurement Staff, Departments, and Suppliers.
- Announces new contracts to Metro.
- Develops Sole Source Contracts and Amendments to existing contracts
- Tracks insurance renewals and bond riders (if needed) for compliance with the contract
- May performs and administer training programs.
- Participates in a range of various division projects as assigned.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This classification may have a lead responsibility as assigned.

This classification receives limited supervision and reports to the designated supervisor, who assigns and reviews work and assists with any unusual or complex problems or situations encountered.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves the everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc.. The work area is adequately lighted, heated, and ventilated.

This classification works primarily in an office setting under generally favorable working conditions. There may be some walking; standing; bending; carrying of light items, etc.. No special physical demands are required to perform the work. Employees in this class may be required to visit vendors or test products outside the office.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in a financial related field and some related professional-level experience.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur and may include task specific certifications

PERFORMANCE STANDARDS

Knowledge of sourcing and procurement techniques

Knowledge of governmental procurement, MBE & WBE and SBE/& SDV governmental programs.

Knowledge of Microsoft Office products

Knowledge of Enterprise-wide Software Applications

Knowledge of the regulations, laws, guidelines, and policies governing procurement.

Knowledge of contracting law.

Knowledge of the Metropolitan Government and its organizational structure

Skill in group dynamics, public speaking, and conflict resolution

Skill in analytical and research skills, including the ability to identify issues and develop appropriate strategies.

Ability to plan, organize and prioritize tasks to ensure work is completed efficiently and effectively.

Ability to prepare bids and review technical specifications.

Ability to conduct market research and perform basic cost/benefit analysis.

Ability to judge the quality and suitability of service & commodities.

Ability to analyze information and draw accurate conclusion.

Ability to communicate effectively, both orally and in writing.

Ability to read and understand scopes of work, offers, contracts, and other legal documents.

Ability to work independently and manage multiple assignments.

Ability to establish and maintain effective working relationships.

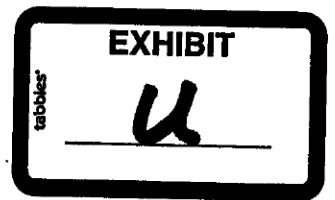
LICENSES REQUIRED

Valid "Class D" Driver's License may be required for some positions in this classification.

Date Approved: 07/01/16

Date Effective: 07/01/16

Date Revised:



PROCUREMENT OFFICER 3

CLASS NUMBER : 10878
EEO CATEGORY : Professionals

GRADE: OR05
FLSA: Exempt

JOB OBJECTIVE

Performs the more advanced analytical and administrative duties involved in governmental procurement such as business development, strategic sourcing, needs assessment, contracting, contract amendments, contract compliance, cost analysis, and procurement leadership. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Oversees and leads in the selection activity, award justification, and negotiation process as well as related activities for the procurement process.

- Manages pre-solicitation meetings and the solicitation process.

- Participates in the evaluation process of ITB's and RFP's and other procurement procedures to maximize minority and small business participation.

- Attends and participates in pre-solicitation meetings.

- Leads and assists suppliers and department users in the procurement process.

- Leads Metro departments, cross-functional teams, and others in the development of solicitations, identifying needs and potential sources to meet the needs, for securing contracts, and/or issuing purchase orders (PO's).

- Ensures the timely delivery of products and services.

- Facilitates the selection and award process in keeping with laws, regulations, policies, and procedures.

Oversees and uses the procurement and financial ERP systems to manage daily tasks and activities.

- Leads and assists suppliers in the supplier registration process, changing passwords, accessing the system and maintaining their supplier profile.

- Leads and assists in the training of non-procurement departmental personnel in the use of the Procurement ERP system.

- Assists in the testing of the Procurement ERP system.

- Perform complex functions within the Procurement ERP system.

Provide supplier assistance and support in the day-to-day activities of the Business Assistance Office (BAO).

Serve as program monitor and liaison between minority business enterprises (MBE) and women business enterprises (WBE), Small Business Enterprise (SBE)/Service Disabled Veteran (SDV) & Disadvantaged Business Enterprise (DBE) and governmental agencies.

- Review and reconcile contractor provided MBE, WBE, SBE, SDV, and DBE utilization details on assigned post award projects including financial documents, reports, and other documentation for correctness, utilization and compliance.

- Ensure adequate level of MBE, WBE, SBE, SDV, and DBE utilization.

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- Provide accurate life or year-to-date utilization reports for assigned projects.
- Prepare Final Analysis Reports detailing total achievement of MBE, WBE, SBE, SDV, and DBE participation.
- Submit MBE, WBE, SBE, SDV, and DBE utilization/compliance findings.
- Participate in the solicitation evaluation processes to maximize MBE/WBE, SBE/SDV & DBE participation.
- Support post award monitoring process for MBE/WBE, SBE/SDV & DBE contracts.
- Provide consultation and assistance in seminars for MBE/WBE, SBE/SDV & DBE.
- Reviews and evaluates small business utilization and compliance with the Procurement Nondiscrimination Program in submitted bids and proposals and sends findings to purchasing staff as appropriate.
- Participates in the evaluation process of ITB's and RFP's and other procurement procedures to maximize minority and small business participation.
- Coordinates with minority and small businesses registered to do business with Metro regarding available procurement opportunities; this includes soliciting the participation of small and minority-owned businesses for Metro procurement opportunities.
- Supports the post award monitoring process by preparing assigned procurements that include qualifying levels of SBE, MWBE or DBE participation for post award monitoring.
- Ensure the achievement of contract administration, coordination, and compliance objectives.
- Research and resolves contract compliance related problems.
- Handle complex and routine complaints and questions regarding contract compliance related issues.
- Develops contracts for goods, services, and simple construction projects.
- Performs contract modification, change orders, amendments and contract procedures.
- Maintains the procurement contract listing and tracks the need for new solicitations.
- Communicates with the Procurement Staff, Departments, and Suppliers.
- Announces new contracts to Metro.
- Develops Sole Source Contracts and Amendments to existing contracts.
- Tracks insurance renewals and bond riders (if needed) for compliance with the contract.
- Advise management on contract compliance issues/concerns of the BAO.
- Oversees procurement training programs.
- Administers training programs.
- Coordinating and Instructing of classes.
- Promotes the divisional training programs.
- Meets with management and departmental staff to determine training needs.
- Develops and organize in-house training materials.
- Reviews and assesses training materials.
- Coordinate the training schedule.
- Conduct departmental training assessments.
- Recruits participants for various training programs.
- Leads and participates in a wide range of various division projects.
- Oversees the Supplier and Procurement email boxes.
- May supervise professional and/or clerical positions, provide guidance and technical support, and assist employees with difficult and/or unusual assignments.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May supervise or lead work of professional, para-professional, and/or clerical employees.

Receives direction and reports to a management-level supervisor, who provides general direction and guidance, and approves general operational procedures. Exercises discretion on all matters involving operation of assigned programs.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves the everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc.. The work area is adequately lighted, heated, and ventilated.

This classification works primarily in an office setting under generally favorable working conditions. There may be some walking; standing; bending; carrying of light items, etc.. No special physical demands are required to perform the work. Employees in this class may be required to visit vendors or test products outside the office.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in a financial related field and considerable professional-level experience or post graduate degrees.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur and may include task specific certifications.

PERFORMANCE STANDARDS

- Thorough knowledge of the regulations, laws, guidelines, and policies governing procurement.
- Thorough knowledge of the Metropolitan Government and its organizational structure.
- Knowledge of MBE & WBE and SBE/& SDV governmental programs.
- Knowledge of contracts structure, development, compliance, and working knowledge of contract law.
- Knowledge of Microsoft Office products.
- Knowledge of Enterprise-wide Software Applications.
- Skill in using computers and various software programs.
- Skill in group dynamics, public speaking, and conflict resolution.
- Skill in conducting market research and perform basic cost/benefit analysis.
- Ability to judge the quality and suitability of service & commodities.
- Ability to analyze information and draw accurate conclusion.
- Ability to communicate effectively, both orally and in writing.
- Ability to read and understand scopes of work, offers, contracts, and other legal documents.

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Works independently and manage multiple, often conflicting, assignments
Ability to establish and maintain effective working relationships

LICENSES REQUIRED

Valid "Class D" Driver's License may be required for some positions in this classification.

NOTE: Before using this classification, departments must consult and receive approval from the Department of Finance and the Department of Human Resources.

Date Approved: 07/01/16

Date Effective: 07/01/16

Date Revised:



TECHNICAL SERVICES ADMINISTRATOR

CLASS NUMBER: 10889

GRADE: OR07

EEO CATEGORY: Officials/Administrators

FLSA: Top-Level Mgt

JOB OBJECTIVE

Oversees and supervises technical activities, within a section or division of a department, that requires a thorough foundation in the principles and practices of the specialized area. Performs a variety of technical and administrative activities. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs supervisory duties.

Assigns and reviews work.

Evaluates employee performance.

Interprets rules, policies, and procedures for staff members.

Approves leave requests.

Trains and/or establishes training requirements for employees.

Counsels with and corrects employees as needed.

Manages the development and implementation of performance criteria for the technical area and evaluates the technical area's performance in meeting goals and objectives.

Acts as a technical expert in a technical area.

Performs analysis of issues and formulates plans to address identified issues, and briefs management on concerns and issues by providing information required for decision making.

Communicates with representatives of various city agencies, community/business groups, the public, an/or other stakeholders to resolve complex technical issues.

Develops and implements policies, procedures, business practices, and control mechanisms, reviews status of operations, modifies and implements procedures to increase operating efficiency, and determines effectiveness of desired results.

Ensures compliance to regulations and requirements with the technical area.

Prepares comprehensive technical and administrative reports.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises assigned administrative and technical employees.

Employee receives direction and reports to the designated management-level supervisor, who is consulted on complex or unusual matters as needed.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated. Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Post High School degree in a scientific or technical field of study and ten (10) years of experience in area of technical specialty, including five (5) years of supervisory or lead experience in the area of specialization.

More specific education, experience, or certification requirements may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of principles and practices in the technical area of specialization.

Knowledge of supervisory principles and practices.

Knowledge of administrative principles and practices.

Knowledge of goals and objectives of the department.

Skill analyzing and solving problems.

Ability to develop and implement policies.

Ability to coordinate numerous activities.

Ability to evaluate employee performance.

Ability to interpret statistical data.

Ability to analyze and evaluate programs and measure their effectiveness.

Ability to implement program changes in an efficient manner.

Ability to allocate resources.

Ability to monitor and analyze activities.

Ability to coordinate and review the work of employees.

Ability to keep accurate records and write detailed reports.

Ability to establish and maintain effective working relationships

LICENSES REQUIRED

Valid "Class D" Driver's License may be required for some positions in this classification.

Some positions within this classification may require specific license or certification based on the area of specialization.

Date Approved:

Date Effective: 07/01/2016



TECHNICAL SERVICES MANAGER

CLASS NUMBER: 10890

GRADE: OR09

EEO CATEGORY: Officials/Administrators

FLSA: Top-Level Mgt

JOB OBJECTIVE

Directs, manages and performs a variety of comprehensive and technical administrative activities which includes providing leadership and technical expertise and developing long range and short term planning initiatives and overall goals, objectives, and priorities for the department. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Manages employees and the development and implementation of performance criteria for the technical area and evaluates the technical area's performance in meeting goals and objectives.

Acts as a subject matter expert in a technical area serves as an expert resource by performing legislative and/or policy analysis of issues and formulating approaches and plans to address identified issues, and briefs management on concerns and issues by providing information required for decision making.

Communicates with representatives of various city agencies, community/business groups, the public, an/or other stakeholders regarding issues/concerns of major significances and chairs and/or participates on task forces in order to resolve complex technical issues.

Develops and implements policies, procedures, business practices, and control mechanisms, reviews status of operations, modifies and implements procedures to increase operating efficiency, and determines effectiveness of desired results.

Develops strategies to ensure compliance to regulations and requirements with the technical area, monitors and assesses compliance, and makes recommendations for improvements.

Administers the financial operations of a technical area(s) including developing the annual operating budget, monitoring financial activities, developing required budget reports, and preparing fiscal reports showing the financial status of operations for the review by departmental managers.

Prepares comprehensive annual reports describing the progress towards goals and objectives and the overall accomplishments of the technical area.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises all employees within a division either directly or indirectly.

Receives direction from and reports to the Director or designee, who outlines overall goals and objectives for each division and assists with any complex or unusual matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated. Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's Degree in a scientific or technical field of study and ten (10) years of experience in the area of technical specialty, including five (5) years of supervisory experience in the area of specialization.

More specific education, experience, or certification requirements may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of principles and practices in the technical area of specialization.

Knowledge of supervisory principles and practices.

Knowledge of administrative principles and practices.

Knowledge of goals and objectives of the department.

Skill analyzing and solving problems.

Ability to develop and implement policies.

Ability to coordinate numerous activities.

Ability to evaluate employee performance.

Ability to interpret statistical data.

Ability to analyze and evaluate programs and measure their effectiveness.

Ability to implement program changes in an efficient manner.

Ability to allocate resources.

Ability to monitor and analyze activities.

Ability to coordinate and review the work of employees.

Ability to keep accurate records and write detailed reports.

Ability to establish and maintain effective working relationships

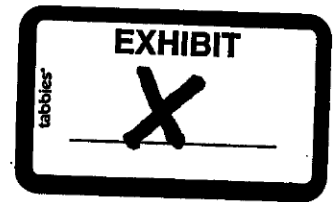
LICENSES REQUIRED

Valid "Class D" Driver's License may be required for some positions in this classification.

Some positions within this classification may require specific license or certification based on the area of specialization.

Date Approved:

Date Effective: 07/01/2016



VICTIM ADVOCATE 1

CLASS NUMBER: 10891
EEO CATEGORY: Professionals

GRADE: ST09
FLSA: Exempt

JOB OBJECTIVE

Performs professional and technical duties involved in assisting victims of violent crimes by providing them with services, information, and support. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Provides clients with basic information about their rights, court processes, and court procedures.
- Initiates contact with victims or family members of a victim of violent crime once an arrest has been made or a decision has been made to prosecute a case.
- Prepares clients for the trial process or hearings in which they may need to testify.
- Conducts pre-trial meetings with clients and attorneys.
- Notifies clients of offender's release or escape.
- Obtains and maintains contact information and provides appropriate referrals.
- Informs clients of motions, court dates, hearings, and other information pertinent to their case.
- Provides clients with information about counseling resources, transitional housing and shelter information, and assists clients filing for Victim's Compensation.
- Processes Victim's Compensation claims with the State of Tennessee – Division of Claims.
- Works with Investigators to arrange transportation and services for victims/witnesses to court proceedings in General Sessions and Criminal Courts.
- Works with the prosecuting attorney to understand and incorporate the client's needs and abilities into the case.
- Educates the community on the court process, victim's rights, and the role of the District Attorney General's office.
- Keeps and maintains accurate records and caseload statistics.
- Acts as a crisis counselor when necessary.
- Performs other duties as necessary.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Employee receives limited supervision and guidance and reports to a designed supervisor, who reviews completed assignments and is consulted on unusual or complex matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Working conditions for this classification vary according to the program. In some programs, employees work in an office environment with typically regular and stable working hours. Other programs require employees to spend a significant amount of time working in the community. For such programs, working hours are generally determined by the service being provided and the needs of the service recipients. The work environment involves everyday risks or discomforts which require normal safety precautions.

There may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university.

More specific degree, certification, language skills, and experience requirements will be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Working knowledge of basic principles, methodologies and ethics involved in social work.

Knowledge of counseling resources, organizational, and community resources.

Knowledge of Victim's Compensation processing procedures.

Knowledge of counseling and de-escalation techniques.

Knowledge of a wide range of community resources and outside agencies and the services which they provide.

May require knowledge of the Civil Service and departmental rules, policies and procedures.

Ability to communicate effectively, both orally and in writing.

Ability to keep accurate records.

Ability to compile data and write detailed reports.

Ability to accurately record information, case activity and case progress.

Ability to establish and maintain effective working relationships.

Ability to compile, evaluate and maintain accurate records and statistics.

Ability to accurately record information, case activity and case progress.

Skill in explaining program requirements and services to the public.

Skill in gathering relevant and useful social information.

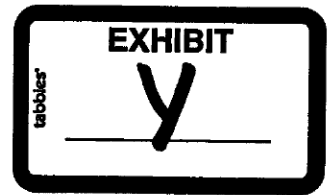
LICENSES REQUIRED

Valid "Class D" Driver's License may be required for some positions in this classification.

Date Approved: 07/01/2016

Date Effective: 07/01/2016

Date Revised:



VICTIM ADVOCATE 2

CLASS NUMBER: 10892
EEO CATEGORY: Professionals

GRADE: ST10
FLSA: Exempt

JOB OBJECTIVE

Performs the more responsible professional and technical duties involved in assisting victims of violent crimes by providing them with services, information, and support. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Handles the more specialized, sensitive, and complex casework involving victims of violent crime.

Provides clients with basic information about their rights, court processes, and court procedures.

Initiate contact with victims or family members of a victim of violent crime once an arrest has been made or a decision has been made to prosecute a case.

Prepares clients for the trial process or hearings in which they may need to testify.

Conducts pre-trial meetings with clients and attorneys.

Notifies clients of offender's release or escape.

Obtains and maintains contact information and provides appropriate referrals.

Informs clients of motions, court dates, hearings, and other information pertinent to their case.

Provides clients with information about counseling resources, transitional housing and shelter information, and assists clients filing for Victim's Compensation.

Processes Victim's Compensation claims with the State of Tennessee – Division of Claims.

Works with investigators to arrange transportation and services for victims/witnesses to court proceedings in General Sessions and Criminal Courts.

Works with the prosecuting attorney to understand and incorporate the client's needs and abilities into the case.

Educates the community on the court process, victim's rights, and the role of the District Attorney General's office.

Keeps and maintains accurate records and caseload statistics.

Acts as a crisis counselor when necessary.

May provide court reports and testimony.

Works collaboratively with outside agencies to provide and improve services available to victims.

May attend events as a representative of the District Attorney General's office.

May develop and launch program initiatives.

May deliver presentations in the community.

May train or supervise employees as assigned.

May complete performance evaluations.

May mentor new employees.

May teach classes on specialized subjects and practices.

Performs other duties as necessary.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Employee receives direction from and reports to a designated supervisor, who informs the employee of overall goals of program or services areas, and assists in reaching those goals. Supervisor provides assistance with any unusual or exceptionally difficult problems or circumstances.

May lead or supervise employees as assigned.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Working conditions for this classification vary according to the program. In some programs, employees work in an office environment with typically regular and stable working hours. There may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

Other programs require employees to spend a significant amount of time working in the community. For such programs, working hours are generally determined by the service being provided and the needs of the service recipients. The work environment involves everyday risks or discomforts which require normal safety precautions.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Master's Degree in social work (MSW) from an accredited social work program.

More specific degree, certification, language skills, and experience requirements will be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Knowledge of basic principles, methodologies and ethics involved in social work.

Knowledge of counseling resources, organizational, and community resources.

Knowledge of Victim's Compensation processing procedures.

Knowledge of counseling resources and victim's compensation.

Knowledge of counseling and de-escalation techniques.

Knowledge of a wide range of community resources and outside agencies and the services which they provide.

Knowledge of specialized field or program assigned.

May require knowledge of the Civil Service and departmental rules, policies and procedures.

Ability to communicate effectively, both orally and in writing.

Ability to clearly explain initiatives and programs to a wide range of audiences.

Ability to keep accurate records.

Ability to compile data and write detailed reports.

Ability to accurately record information, case activity and case progress.

Ability to establish and maintain effective working relationships.

Ability to compile, evaluate and maintain accurate records and statistics.

Ability to accurately record information, case activity and case progress.

Skill in managing advanced casework.

Skill in gathering relevant and useful social information.

LICENSES REQUIRED

Valid "Class D" Driver's License may be required for some positions in this classification.

Date Approved: 07/01/2016

Date Effective: 07/01/2016



ASSISTANT METROPOLITAN ATTORNEY 1

CLASS NUMBER: 10868
EEO CATEGORY: Professional

GRADE: OR06
FLSA: Exempt (P)

JOB OBJECTIVE

Performs basic legal work for Metropolitan Government and provides counsel to Metropolitan departments. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Prepares and gives legal opinions.

Gives legal advice to Council, department heads and other Metropolitan Government officials.

Drafts and assists in drafting ordinances, resolutions, petitions, pleadings, briefs and other legal instruments.

Studies and interprets laws, court decisions, ordinances and other legal authorities to prepare legal advice.

Prepares various legal correspondences.

Conducts interviews, conferences, and negotiations.

Drafts contracts, deeds, leases, and other legal documents.

Prepares petitions and forms for Metropolitan Government improvements and requests for improvements.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May supervise support personnel.

Receives general supervision and reports to the Metropolitan Attorney or designee, who is consulted on complex or unusual matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking; standing; bending; carrying of light items, etc. Positions in this classification may require investigative trips into the field. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Doctor of Jurisprudence.

PERFORMANCE STANDARDS

Knowledge of legal principles, including civil, constitutional, and administrative law.

Knowledge of the administrative functions of the justice system.

Knowledge of trial procedure and rules of evidence.

Ability to analyze and apply legal principles and precedents to specific problems.

Ability to present statements of fact, law, and argument clearly and logically.

Ability to analyze cases and make tactical decisions.

Ability to prepare briefs.

Ability to draft rules and regulations.

Ability to evaluate people and to obtain information through interrogation.

Ability to deal courteously with the public.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

License to practice Law in the State of Tennessee or permitted to practice law pursuant to applicable rules of the Tennessee Supreme Court.

Date Approved:

Date Effective: 07/01/16



ASSISTANT METROPOLITAN ATTORNEY 2

CLASS NUMBER: 10870
EEO CATEGORY: Professional

GRADE: OR08
FLSA: Top-Level Mgt

JOB OBJECTIVE

Performs legal work for Metropolitan Government and provides counsel to Metropolitan departments. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Represents Metropolitan Government and its agencies in local, state or federal court.

Files required briefs, pleadings, and other documents.

Makes oral and written arguments.

Examines and cross-examines witnesses.

Interviews clients and witnesses.

Gathers and reviews evidence.

Performs legal research.

Prosecutes tax violators.

Represents and advises Metropolitan departments at commission and administrative board meetings.

Reviews proposed administrative action for legality.

Attends meetings concerning legal matters.

Prepares and reviews contracts and other legal documents.

Gives oral or written opinions on a variety of legal issues.

Performs legal research.

Prepares or directs preparation of ordinances, resolutions, or reports.

Reviews problems and work of subordinate Attorneys and gives advice and directions.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises support personnel.

Receives general direction and reports to the Metropolitan Attorney or designee, who is consulted on unusual or complex legal matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. May require investigative trips into the field. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Doctor of Jurisprudence and two (2) years of professional legal experience.

PERFORMANCE STANDARDS

Knowledge of legal principles and their application.

Knowledge of administrative and constitutional law.

Knowledge of trial procedure and rules of evidence.

Skill in problem solving.

Ability to explain, interpret, and enforce codes, ordinances, and related laws.

Ability to analyze and apply legal principles and precedents to specific problems.

Ability to present statements of fact, law, and argument clearly and logically.

Ability to analyze intricate factual situations and apply legal principles.

Ability to perform legal research.

Ability to evaluate people and to obtain information through interrogation.

Ability to communicate effectively, both orally and in writing.

Ability to deal courteously with the public.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

License to practice Law in the State of Tennessee or permitted to practice law pursuant to applicable rules of the Tennessee Supreme Court.

Date Approved:

Date Effective: 07/01/16



ASSISTANT METROPOLITAN ATTORNEY 3

CLASS NUMBER: 10870
EEO CATEGORY: Professional

GRADE: OR10
FLSA: Top-Level Mgt

JOB OBJECTIVE

Performs legal work for Metropolitan Government and provides counsel to Metropolitan departments.
Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Represents Metropolitan Government and its agencies in local, state or federal court.
 - Files required briefs, pleadings, and other documents.
 - Makes oral and written arguments.
 - Examines and cross-examines witnesses.
 - Interviews clients and witnesses.
 - Gathers and reviews evidence.
 - Performs legal research.
 - Prosecutes tax violators.
- Represents and advises Metropolitan departments at commission and administrative board meetings.
 - Reviews proposed administrative action for legality.
 - Attends meetings concerning legal matters.
 - Prepares and reviews contracts and other legal documents.
 - Gives oral or written opinions on a variety of legal issues.
 - Performs legal research.
 - Prepares or directs preparation of ordinances, resolutions, or reports.
- Reviews problems and work of subordinate Attorneys and gives advice and directions.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises support personnel.

Receives general direction and reports to the Metropolitan Attorney or designee, who is consulted on unusual or complex legal matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. May require investigative trips into the field. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Doctor of Jurisprudence and three (3) years of professional legal experience.

PERFORMANCE STANDARDS

Knowledge of legal principles and their application.

Knowledge of administrative and constitutional law.

Knowledge of trial procedure and rules of evidence.

Skill in problem solving.

Ability to explain, interpret, and enforce codes, ordinances, and related laws.

Ability to analyze and apply legal principles and precedents to specific problems.

Ability to present statements of fact, law, and argument clearly and logically.

Ability to analyze intricate factual situations and apply legal principles.

Ability to perform legal research.

Ability to evaluate people and to obtain information through interrogation.

Ability to communicate effectively, both orally and in writing.

Ability to deal courteously with the public.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

License to practice Law in the State of Tennessee or permitted to practice law pursuant to applicable rules of the Tennessee Supreme Court.

Date Approved:

Date Effective: 07/01/16



ASSISTANT METROPOLITAN ATTORNEY 4

CLASS NUMBER: 10871
EEO CATEGORY: Professional

GRADE: OR11
FLSA: Top-Level Mgt

JOB OBJECTIVE

Plans, supervises, and coordinates legal activities of one or more major divisions in the Legal Department. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Supervises employees.

- Assigns duties to employees.
- Ensures employees perform work in a correct and efficient manner.
- Evaluates employee performance.
- Counsels with and corrects employees as needed.
- Trains employees.

Represents Metropolitan Government and its agencies in local, state or federal court.

- Files required briefs, pleadings, and other documents.
- Makes oral and written arguments.
- Examines and cross-examines witnesses.
- Interviews clients and witnesses.
- Gathers and reviews evidence.
- Performs legal research.
- Prosecutes tax violators.

Represents and advises Metropolitan Government departments at commission and administrative board meetings.

- Reviews proposed administrative action for legality.
- Attends meetings concerning legal matters.
- Prepares and reviews contracts and other legal documents.
- Gives oral or written opinions on a variety of legal issues.
- Performs legal research.
- Prepares or directs preparation of ordinances, resolutions, or reports.

Performs administrative duties.

- Reviews problems and work of subordinate attorneys and gives advice and directions.
- Assists in determining departmental policy.
- Studies and interprets laws, court decisions, ordinances, and other legal authorities to prepare legal advice.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises Assistant Metropolitan Attorney 1, Assistant Metropolitan Attorney 2, and Assistant Metropolitan Attorney 3. Supervises support-personnel.

Receives direction from and reports to the Metropolitan Attorney or designee, who is consulted on unusual or complex legal matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. Positions in this classification may require investigative trips into the field. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Doctor of Jurisprudence and four (4) years of professional legal experience.

PERFORMANCE STANDARDS

Thorough knowledge of legal principles and their application.

Thorough knowledge of administrative and constitutional law.

Thorough knowledge of trial procedure and rules of evidence.

Knowledge of supervisory practices and principles.

Skill in problem solving.

Ability to explain, interpret, and enforce codes, ordinances, and related laws.

Ability to analyze and apply legal principles and precedents to specific problems.

Ability to present statements of fact, law, and argument clearly and logically.

Ability to analyze intricate factual situations and apply legal principles.

Ability to perform legal research.

Ability to evaluate people and to obtain information through interrogation.

Ability to communicate effectively, both orally and in writing.

Ability to supervise and train employees.

Ability to deal courteously with the public.

Ability to establish and maintain effective working relationships.
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LICENSES REQUIRED

License to practice Law in the State of Tennessee or permitted to practice law pursuant to applicable rules of the Tennessee Supreme Court.

Date Approved:

Date Effective: 07/01/16



ASSISTANT PUBLIC DEFENDER 1

CLASS NUMBER: 10864
EEO CATEGORY: Professionals

GRADE: OR06
FLSA: Exempt (P)

JOB OBJECTIVE

Provides legal counsel and representation for indigent persons charged with misdemeanors or felonies in Metropolitan Nashville and Davidson County. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Represents, as counsel, indigent defendants charged with felonies and/or misdemeanors.
 - Consults with District Attorney.
 - Consults with and advises other attorneys in the office on cases.
 - Analyzes legal and/or factual aspects of clients' cases.
 - Refers clients for proper medical and psychiatric assistance.
 - Refers clients to other resources or agencies for assistance.
- Performs necessary investigations, including interviewing clients, gathering evidence, legal research, investigating locations critical to cases, and obtaining social, medical, criminal, psychiatric, and educational histories of clients.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

- May lead or supervise Criminal Investigators and a clerical support staff.
- Receives general supervision and reports to Public Defender or designee, who is consulted on complex or unusual matters.

WORKING CONDITIONS

Work involves moderate risks or discomforts associated with a courthouse or jail environment, which require special safety precautions, e.g., working in crowded conditions, and working around persons imprisoned for a wide variety of illegal acts. Employees may be required to use protective clothing or gear.

Requires substantial physical exertion such as long periods of standing, walking, climbing, bending, stooping, stretching, or similar activities.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Doctor of Jurisprudence.

PERFORMANCE STANDARDS

Knowledge of the principles of criminal law and proceedings, including docketing, bonding, and sheriff's procedures.

Knowledge of the administrative functioning of the criminal justice system.

Knowledge of legal principles, including civil, constitutional, and administrative law.

Skill in courtroom practice.

Ability to analyze and apply legal principles and precedents to specific problems.

Ability to present statements of fact, law, and argument clearly and logically.

Ability to analyze cases and make tactical decisions.

Ability to prepare briefs.

Ability to communicate effectively both orally and in writing.

Ability to deal courteously with the public.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Licensed to practice Law in the State of Tennessee, or application to practice law in the State of Tennessee pending.

Date Approved:

Date Effective: 07/01/16



ASSISTANT PUBLIC DEFENDER 2

CLASS NUMBER: 10866
CATEGORY: Professionals

GRADE: OR08
FLSA: Exempt

JOB OBJECTIVE

Coordinates and participates in activities of attorneys providing legal counseling and courtroom defense for indigent defendants charged with felonies and/or misdemeanors. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Represents, as counsel, indigent defendants charged with felonies and/or misdemeanors.
 - Assists and counsels subordinate attorneys on the more complex cases.
 - Consults with the District Attorney and advises other attorneys in the office on cases.
 - Analyzes legal and/or factual aspects of clients' cases.
 - Attends court for arraignment preliminary hearings, motions, pleas, trials, and appeals.
 - Refers clients for proper medical and psychiatric assistance.
 - Refers clients to other resources or agencies for assistance.
 - Supervises appeals to higher courts.
- Performs investigations.
 - Interviews clients and witnesses.
 - Gathers and reviews evidence.
 - Performs legal research.
 - Obtains social, medical, criminal, psychiatric, and educational histories of clients.
- Performs administrative duties.
 - Develops and implements operating rules and procedures.
 - Reviews dockets and assigns cases accordingly.
 - Writes briefs and various reports.
 - Establishes and maintains a cooperative relationship with governmental and private agencies involved in the judicial system.
 - Assists in preparing budget.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

- Supervises attorneys, investigative and clerical support personnel.
- Reports to the Public Defender or designee, who is consulted on complex or unusual matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves moderate risks or discomforts associated with a courthouse or jail environment, which require special safety precautions, e.g., working in crowded conditions, and working around persons

imprisoned for a wide variety of illegal acts. Employees may be required to use protective clothing or gear.

The work of this classification requires substantial physical exertion such as extended periods of time standing, walking, climbing, bending, stooping, stretching, or similar activities.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Doctor of Jurisprudence and four (4) years of professional legal experience.

PERFORMANCE STANDARDS

Thorough knowledge of the principles and practices of law, particularly in the areas of criminal, juvenile, and constitutional law.

Thorough knowledge of the principles and techniques of the criminal justice system and the functions of each district unit found therein.

Thorough knowledge of docketing, bonding, and sheriff's procedures.

Thorough knowledge of the administrative function of the justice system.

Thorough knowledge of legal principles, civil, constitutional, and administrative law.

Skill in courtroom practice.

Ability to analyze and apply legal principles and precedents.

Ability to present statements of fact, law, and argument clearly and logically.

Ability to analyze intricate factual situations and apply legal principles.

Ability to perform legal research.

Ability to communicate effectively both orally and in writing.

Ability to analyze cases and make tactical decisions.

Ability to prepare briefs.

Ability to train and supervise employees.

Ability to deal courteously with the public.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Licensed to practice Law in the State of Tennessee, or licensed to practice law in another state AND application to practice law in the State of Tennessee pending.

Date Approved:

Date Effective: 07/01/16



ASSISTANT PUBLIC DEFENDER 3

CLASS NUMBER: 10866

GRADE: OR10

CATEGORY: Professionals

FLSA: Exempt

JOB OBJECTIVE

Coordinates and participates in activities of attorneys providing legal counseling and courtroom defense for indigent defendants charged with felonies and/or misdemeanors. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Represents, as counsel, indigent defendants charged with felonies and/or misdemeanors.
 - Assists and counsels subordinate attorneys on the more complex cases.
 - Consults with the District Attorney and advises other attorneys in the office on cases.
 - Analyzes legal and/or factual aspects of clients' cases.
 - Attends court for arraignment preliminary hearings, motions, pleas, trials, and appeals.
 - Refers clients for proper medical and psychiatric assistance.
 - Refers clients to other resources or agencies for assistance.
 - Supervises appeals to higher courts.
- Performs investigations.
 - Interviews clients and witnesses.
 - Gathers and reviews evidence.
 - Performs legal research.
 - Obtains social, medical, criminal, psychiatric, and educational histories of clients.
- Performs administrative duties.
 - Develops and implements operating rules and procedures.
 - Reviews dockets and assigns cases accordingly.
 - Writes briefs and various reports.
 - Establishes and maintains a cooperative relationship with governmental and private agencies involved in the judicial system.
 - Assists in preparing budget.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

- Supervises attorneys, investigative and clerical support personnel.
- Reports to the Public Defender or designee, who is consulted on complex or unusual matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves moderate risks or discomforts associated with a courthouse or jail environment, which require special safety precautions, e.g., working in crowded conditions, and working around persons

imprisoned for a wide variety of illegal acts. Employees may be required to use protective clothing or gear.

The work of this classification requires substantial physical exertion such as extended periods of time standing, walking, climbing, bending, stooping, stretching, or similar activities.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Doctor of Jurisprudence and six (6) years of professional legal experience; or if less experience, supervisory responsibilities for attorney and non-attorney staff.

PERFORMANCE STANDARDS

- Thorough knowledge of the principles and practices of law, particularly in the areas of criminal, juvenile, and constitutional law.
- Thorough knowledge of the principles and techniques of the criminal justice system and the functions of each district unit found therein.
- Thorough knowledge of docketing, bonding, and sheriff's procedures.
- Thorough knowledge of the administrative function of the justice system.
- Thorough knowledge of legal principles, civil, constitutional, and administrative law.
- Skill in courtroom practice.
- Ability to analyze and apply legal principles and precedents.
- Ability to present statements of fact, law, and argument clearly and logically.
- Ability to analyze intricate factual situations and apply legal principles.
- Ability to perform legal research.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze cases and make tactical decisions.
- Ability to prepare briefs.
- Ability to train and supervise employees.
- Ability to deal courteously with the public.
- Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Licensed to practice Law in the State of Tennessee, or licensed to practice law in another state AND application to practice law in the State of Tennessee pending.

Date Approved:

Date Effective: 07/01/16



ASSISTANT PUBLIC DEFENDER 4

CLASS NUMBER: 10867
CATEGORY: Professionals

GRADE: OR11
FLSA: Top-Level Mgt

JOB OBJECTIVE

Coordinates and participates in activities of attorneys providing legal counseling and courtroom defense for indigent defendants charged with felonies and/or misdemeanors. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Represents, as counsel, indigent defendants charged with felonies and/or misdemeanors.
 - Assists and counsels subordinate attorneys on the more complex cases.
 - Consults with the District Attorney and advises other attorneys in the office on cases.
 - Analyzes legal and/or factual aspects of clients' cases.
 - Attends court for arraignment preliminary hearings, motions, pleas, trials, and appeals.
 - Refers clients for proper medical and psychiatric assistance.
 - Refers clients to other resources or agencies for assistance.
 - Supervises appeals to higher courts.
- Performs investigations.
 - Interviews clients and witnesses.
 - Gathers and reviews evidence.
 - Performs legal research.
 - Obtains social, medical, criminal, psychiatric, and educational histories of clients.
- Performs administrative duties.
 - Develops and implements operating rules and procedures.
 - Reviews dockets and assigns cases accordingly.
 - Writes briefs and various reports.
 - Establishes and maintains a cooperative relationship with governmental and private agencies involved in the judicial system.
 - Assists in preparing budget.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

- Supervises attorneys, investigative and clerical support personnel.
- Reports to the Public Defender or designee, who is consulted on complex or unusual matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves moderate risks or discomforts associated with a courthouse or jail environment, which require special safety precautions, e.g., working in crowded conditions, and working around persons

imprisoned for a wide variety of illegal acts. Employees may be required to use protective clothing or gear.

The work of this classification requires substantial physical exertion such as extended periods of time standing, walking, climbing, bending, stooping, stretching, or similar activities.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Doctor of Jurisprudence and at least ten (10) years of professional legal experience; or if less experience, supervisory responsibilities consistent with executive level management role.

PERFORMANCE STANDARDS

Thorough knowledge of the principles and practices of law, particularly in the areas of criminal, juvenile, and constitutional law.

Thorough knowledge of the principles and techniques of the criminal justice system and the functions of each district unit found therein.

Thorough knowledge of docketing, bonding, and sheriff's procedures.

Thorough knowledge of the administrative function of the justice system.

Thorough knowledge of legal principles, civil, constitutional, and administrative law.

Skill in courtroom practice.

Ability to analyze and apply legal principles and precedents.

Ability to present statements of fact, law, and argument clearly and logically.

Ability to analyze intricate factual situations and apply legal principles.

Ability to perform legal research.

Ability to communicate effectively both orally and in writing.

Ability to analyze cases and make tactical decisions.

Ability to prepare briefs.

Ability to train and supervise employees.

Ability to deal courteously with the public.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Licensed to practice Law in the State of Tennessee, or licensed to practice law in another state and application to practice law in the State of Tennessee pending.

Date Approved:

Date Effective: 07/01/16