

### Job Family Description

Jobs whose primary purpose is to perform activities that are generally associated with an occupation requiring substantial training within a defined body of knowledge.

SC1301	Professional Svcs I	Grade 105
--------	---------------------	-----------

#### Level Definition:

Work is at a fully functioning level and involves performing and coordinating activities of moderate scope and complexity. Incumbents assigned this class perform a broad scope of work involving a moderate degree of complexity and decision making. Work is different from the next level by the degree of complexity and the review and/or approval of decisions by a higher-level authority resulting in a lesser degree of accountability.

#### Jobs at this level include:

HR Officer I, Ag Marketing Specialist I, Public Info Spec I-II, Business Communications Specialist, Training officer I, Appeals referee, Multi-media developer I-II, Training Officer I, Agriculture Program Specialist I-II, Archivist I-II, Archaeologist I, Exhibit Specialist I-II, Archaeological Technician, Paralegal, Historic Site Asst Supervisor

#### Knowledge Skills & Abilities

Ability to communicate effectively in writing. Ability to interact effectively with others verbally, written, and in a trainer capacity. Skill in collecting, analyzing and organizing data. Ability to apply general rules to specific problems. Ability to set priorities and complete work assignments accurately.

#### Minimum Education & Experience

Bachelor's degree in a related field to the program responsibility and agency specified experience or high school diploma and four years' experience in agency specified area. Agency may allow specified work experience as a substitution of up to two years of the education requirement on a year for year basis. Hiring agency may specify additional education, experience and/or qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. Certain jobs types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC1302	Professional Svcs II	Grade 106
--------	----------------------	-----------

#### Level Definition:

Work is at an advanced level and involves implementing and administering activities and/or programs of considerable scope and high complexity. Work is different from the first level in that decisions are made with considerable independence. Work involves significant, in-depth research and analysis of issues and situations. Positions may involve providing supervision or technical guidance to others.

#### Jobs at this level include:

HR Officer II, Ag Marketing Spec II, Public Info Specialist III-IV, Training Officer II, Training & Development Administrator, Law School Grad, Attorney I, Lottery Sales & Marketing Specialist, Museum Spec, Archaeologist II, Historic Preservation Prog Spec, Historic Site Supervisor, Mineral Title Specialist - Land Trusts, Lottery Customer Service Specialist, Project Mgr I-II

#### Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to prepare and maintain records and reports. Ability to work independently. Highly skilled in the use of analytical tools. Ability to analyze and solve complex work-

related problems or data. Ability to devise solutions to administrative, people, or operational problems. Ability to plan, assign, and or supervise work of others. Highly developed knowledge, understanding, and application of the competencies required to be successful in the job and organization. Advanced skills in training presentation and development.

Minimum Education & Experience: Bachelor's degree in a related field to the program responsibility and agency specified experience or master's degree plus experience. Hiring agency may specify additional education, experience and/or qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. Certain jobs types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC1303	Professional Svcs III	Grade107
--------	-----------------------	----------

Level Definition:

Work at this level involves providing professional services that include a broad scope and a variety of subjects for an agency and/or supervision of others. Work is multi-disciplinary, and assignments address complex issues, problems, and/or systems. Work may involve the review and evaluation of existing data and research. May supervise others work.

Jobs at this level include:

Attorney II, Project Mgr III

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to handle difficult situations with composure. Skill in the use of analytical tools and data analysis methods. Ability to work effectively within a complex work environment. Advanced ability to devise solutions to administrative or operational problems. Advanced ability to make sense of, combine, and organize information into meaningful patterns.

Minimum Education & Experience

Agency specified experience. May require professional licensure. Hiring agency may specify additional education, experience and/or qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. Certain jobs types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC1304	Professional Svcs IV	Grade 108
--------	----------------------	-----------

Level Definition:

Work at this level involves providing advanced professional services that include a broad scope and a variety of subjects for an agency and/or supervision of others. Work is multi-disciplinary, and assignments address complex issues, problems, and/or systems. Work may involve the review and evaluation of existing data and research. Most positions have budget responsibility and supervise others work.

Jobs at this level:

Attorney III, Administrative Law Judge

#### Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels –Ability to interpret and apply regulations, policies, and procedures. Ability to implement new systems and procedures and evaluate their effectiveness. Highly skilled in understanding the implications of new information for current and future problem-solving and decision making. Highly skilled in research and interpretation of statutes, rules, and laws. Skill in assessing the performance of others and to take corrective actions as necessary. Mastery level communication skills both verbally and written.

#### Minimum Education & Experience

Post-graduate, professional licensure and agency specified experience. Hiring agency may specify additional education, experience and/or qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. Certain jobs types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

*Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.*