

Job Family Description

Jobs whose primary duties generally involve specialized manual skills, other than Facility Services. Individuals in this family may operate and/or maintain specialty equipment; install, maintain, run diagnostic processes, provide creative skills, and perform repairs.

SC1601	Trade Svcs I	Grade 101
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Level Definition:

Perform work at the entry level under the guidance of supervisor or other more experience staff. May involve the preparation, operation, and maintenance of equipment.

Jobs at this level include:

Food Service Assistant, Activity Assistant I, Printing Equipment Operator I

Knowledge Skills & Abilities

Knowledge of appropriate techniques and procedures to do the job. Ability to apply general rules to specific problems. Ability to complete work assignments accurately and with attention to detail. Entry level knowledge of and ability to use tools necessary for assigned work.

Minimum Education & Experience

High School or GED. Agency may specify additional qualifications or experience to substitute for education depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1602	Trade Svcs II	Grade 102
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Level Definition:

Work at this level involves performing minimally complex assignments related to operation and maintenance of equipment and/or grounds, or assistance to individuals all under supervision. Some positions may involve providing training or technical guidance to others.

Jobs at this level include:

Cook I-II, Transportation Technician I, Lab Technician I-II, Activity Assistant II, Equipment Operator I, Printing Equipment Operator II, Cosmetologist, Automotive Service Worker, Microfilm Specialist

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to prepare and maintain records and reports. Ability to complete assignments on time. Basic level knowledge of and ability to use tools necessary for assigned work. Ability to interact with team members/customers in professional manner.

Minimum Education & Experience

High School or GED. Agency may specify additional qualifications, licenses, or experience to substitute for education depending on the position to be filled. . The agency will specify the nature of qualifying work experience at time of recruitment

SC1603	Trade Svcs III	Grade103
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Level Definition: Work at this level involves independent performance of installation, repair, or maintenance of a basic nature or performance of more complex work under closer supervision. Fully qualified to perform assigned tasks.

Jobs at this level include:

Transportation Technician II, Governor’s Residence Chef, Lab Technician III, Graphic Artist I, Equipment Operator II, Fleet & Equipment Technician I, Printing Equipment Operator III, Storekeeper I, Telecommunications Technician I.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Knowledge of inventory control. Ability to learn and apply new processes and adapt to changing technology. Ability to set priorities and complete work on time. Skill in the use of tools and equipment necessary to perform the job.

Minimum Education & Experience

Associates Degree in agency specified area or High School diploma/ GED and agency specified experience. Hiring agency will specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1604	Trade Svcs IV	Grade 104
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Level Definition:

Work at this level involves performing more complex technical assignments in the coordination of training, graphic arts, transportation, production, property, investigations. Work regularly involves the review and evaluation of existing data and research. May involve participation in determination of project objectives and outcomes. Provides technical guidance to others. May supervise others work.

Jobs at this level:

Transportation Technician III, Food Services Operator Supervisor, Autopsy Technician, Lab Technician IV, Graphic Artist II, Equipment Operator III, Fleet & Equipment Technician II-III, Storekeeper II, Industries Specialist I-II, Surplus Property Specialist.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels –Skill in assessing the performance of others and to take corrective actions as necessary. Ability to interpret and apply regulations, policies, and procedures. Ability to implement new systems and procedures and evaluate their effectiveness. Skill in understand the implications of new information for current and future problem-solving and decision making.

Minimum Education & Experience

Associates Degree or Vocational training in agency specified area or High School diploma/ GED and agency specified experience. Hiring agency will specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1605	Trade Svcs V	Grade 105
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Level Definition:

Work most often involves the supervision of a program or operation in a small or moderate trade program. Some individuals work involves skill operation of complex equipment. Regularly has end-to-end responsibility for moderate projects or programs. Supervises the work of others either directly or indirectly.

Jobs at this level include:

Food Service Director I, Transportation Services Supervisor I, Adaptive Equipment Specialist II-III, Fleet & Equipment Supervisor, Potato Seed-Stock & Diagnostic Lab Specialist I, Aircraft Maintenance Coordinator, Publication Coordinator/Designer, Penitentiary Industries Mgr, Rotary Drill Operator, Telecommunications Tech II-III*, Weapons Range Technical Coordinator, Maintenance Supervisor I-II

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to prepare and maintain records and reports. Skilled in the use of standard tools. Ability to analyze and solve semi-complex work-related problems. Ability to evaluate distinct information to form general conclusions. Ability to respond quickly to emergencies. Ability to plan, assign, and or supervise work of others.

Minimum Education & Experience

Entry level is an associates or vocation degree and experience determined by agency. Some positions require a bachelor's degree or equivalent experience. Hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1606	Trade Svcs VI	Grade 106
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Level Definition:

Work at this level involves performing complex technical, laboratory, and service-related assignments in the coordination of trade services programs. Defines, directs, and provides leadership for challenging programs or projects. Regularly has end-to-end responsibility for major projects or programs. Manages the work of others either directly or indirectly.

Jobs at this level include:

Food Services Director II, Transportation Services Supervisor II, Pilot, Potato Seed Stock & Lab Specialist II, Flight Operations Mgr, Surplus Property Mgr.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Skill in assessing the performance of the organization and to take corrective actions or direction changes as necessary. Extensive knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Ability to develop, interpret, and evaluate policies and procedures.

Minimum Education & Experience

Bachelor's degree & experience or licensing & experience equivalent to bachelor's degree or experience equivalency as indicated by agency. Hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

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.