

ACCOUNTS PAYABLE SPECIALIST 1

CLASS NUMBER: 11249
EEO CATEGORY: Technician

GRADE: OR01
FLSA: Non-Exempt

JOB OBJECTIVE

Performs entry-level professional and administrative work in the Accounts Payable function in the Finance Department of the Metropolitan Government. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs a variety of entry-level Accounts Payable transactions, including preparing, maintaining, and verifying accounts payable records.

- Receives and vouchers invoices.

- Maintains accurate records for requisitions, receipts, purchase orders, and other documentation.

- Assists employees in other departments with accounts payable and travel authorization policies and procedures.

- Enters and reviews invoices and the related accounting string information for specific departments.

- Resolves or clarifies procedural process problems and/or vendor discrepancies from information submitted by departments or vendors.

- Identifies and resolves issues among Accounting, Accounts Payable, Purchasing, and other Metro departments and suppliers.

Works with outside vendors to facilitate use of Metro Accounts Payable systems.

- Provides guidance to Metro suppliers regarding the payment inquiry process.

- Reviews vendor documents to ensure compliance with department policies.

Prepares logs and reports as needed for analytics and data management.

Maintains confidentiality of all sensitive data pertaining to vendors and employees.

Works on special projects as needed.

Attends meetings and workshops as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

Employees receive supervision and report to a designated supervisor, who reviews work and may be consulted on unusual or complex 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. 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 related field.

More specific degree, certification, and experience preferences may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Knowledge of fundamental governmental accounting principles and practices.

Knowledge of fundamental accounts payable compliance issues.

Knowledge of the Metropolitan Government Procurement process especially in relation to requisitions, receipts, and purchase orders.

Knowledge of software programs including processes, reports, and impact of transactions on accounts payable and procurement system.

Knowledge of general office methods, including accounts payable processing schedule, flow of information, and timeliness of accounts payable processing deadlines.

Knowledge of the overall organizational structure of Metro to ensure that accounts payable information is processed correctly.

Knowledge of Civil Service and departmental rules, policies, and procedures, specifically as it relates to accounts payable.

Ability to analyze accounts payable data before processing and work with departments to make corrections as necessary.

Ability to answer accounts payable questions and resolve problems.

Ability to input and retrieve information from systems and databases used by the department.

Ability to lead and train employees in accounts payable policies and procedures.

Ability to maintain accurate records.

Ability to communicate effectively, both orally and in writing.

Ability to deal effectively and courteously with the public, departments, and employees.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

ACCOUNTS PAYABLE SPECIALIST 2

CLASS NUMBER: 11250
EEO CATEGORY: Technician

GRADE: OR03
FLSA: Non-Exempt

JOB OBJECTIVE

Performs professional and administrative work with the central Accounts Payable function in the Finance Department of the Metropolitan Government. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs a variety of Accounts Payable transactions, including preparing, maintaining, and verifying accounts payable records.

- Receives and vouchers invoices.

- Maintains accurate records for requisitions, receipts, purchase orders, and other documentation.

- Assists employees in other departments with accounts payable and travel authorization policies and procedures.

- Enters and reviews invoices and the related accounting string information for specific departments.

- Resolves or clarifies procedural process problems and/or vendor discrepancies from information submitted by departments or vendors.

- Identifies and resolves issues among Accounting, Accounts Payable, Purchasing, and other Metro departments and suppliers.

Works with outside vendors to facilitate use of Metro Accounts Payable systems.

- Provides guidance to Metro suppliers regarding the payment inquiry process.

- Reviews vendor documents to ensure compliance with department policies.

Prepares logs and reports as needed for analytics and data management.

Maintains confidentiality of all sensitive data pertaining to vendors and employees.

Works on special projects as needed.

Attends meetings and workshops as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

Employees receive general supervision and report to a designated supervisor, who reviews work and may be consulted on unusual or complex 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. 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 and some related experience.

More specific degree, certification, and experience preferences may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of fundamental governmental accounting principles and practices.

Thorough knowledge of fundamental accounts payable compliance issues.

Thorough knowledge of the Metropolitan Government Procurement process especially in relation to requisitions, receipts, and purchase orders.

Knowledge of software programs including processes, reports, and impact of transactions on accounts payable and procurement system.

Knowledge of general office methods, including accounts payable processing schedule, flow of information, and timeliness of accounts payable processing deadlines.

Knowledge of the overall organizational structure of Metro to ensure that accounts payable information is processed correctly.

Knowledge of Civil Service and departmental rules, policies, and procedures, specifically as it relates to accounts payable.

Ability to analyze accounts payable data before processing and work with departments to make corrections as necessary.

Ability to answer accounts payable questions and resolve problems.

Ability to input and retrieve information from systems and databases used by the department.

Ability to lead and train employees in accounts payable policies and procedures.

Ability to maintain accurate records.

Ability to communicate effectively, both orally and in writing.

Ability to deal effectively and courteously with the public, departments, and employees.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

ACCOUNTS PAYABLE SPECIALIST 3

CLASS NUMBER: 11251
EEO CATEGORY: Technician

GRADE: OR04
FLSA: Exempt

JOB OBJECTIVE

Performs the more complex professional and administrative work with the central Accounts Payable function in the Finance Department of the Metropolitan Government. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs a variety of Accounts Payable transactions, including preparing, maintaining, and verifying accounts payable records.

- Receives and vouchers invoices.

- Maintains accurate records for requisitions, receipts, purchase orders, and other documentation.

- Assists employees in other departments with accounts payable and travel authorization policies and procedures.

- Enters and reviews invoices and the related accounting string information for specific departments.

- Resolves or clarifies procedural process problems and/or vendor discrepancies from information submitted by departments or vendors.

- Identifies and resolves issues among Accounting, Accounts Payable, Purchasing, and other Metro departments and suppliers.

- Resolves or clarifies procedural process problems and/or vendor discrepancies from information submitted by departments or vendors.

May assist the Division of Accounts with the Annual Comprehensive Financial Report as needed.

May serve as the Buyer for the Finance Department in the Procurement and Accounts Payable process.

Works with outside vendors to facilitate use of Metro Accounts Payable systems.

- Provides guidance to Metro suppliers regarding the payment inquiry process.

- Reviews vendor documents to ensure compliance with department policies.

Prepares logs and reports as needed for analytics and data management.

Maintains confidentiality of all sensitive data pertaining to vendors and employees.

Works on special projects as needed.

Attends meetings and workshops as needed.

Performs other professional and administrative duties for the department as required.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification. May lead and/or train other employees.

Employees receive general supervision and report to a designated supervisor, who reviews work and may be consulted on unusual or complex 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. 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 and considerable experience in a large accounts payable function.

More specific degree, certification, and experience preferences may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Extensive knowledge of fundamental accounts payable compliance issues.

Extensive knowledge of the Metropolitan Government Procurement process especially in relation to requisitions, receipts, and purchase orders.

Thorough knowledge of fundamental governmental accounting principles and practices.

Knowledge of software programs including processes, reports, and impact of transactions on accounts payable and procurement system.

Knowledge of general office methods, including accounts payable processing schedule, flow of information, and timeliness of accounts payable processing deadlines.

Knowledge of the overall organizational structure of Metro to ensure that accounts payable information is processed correctly.

Knowledge of Civil Service and departmental rules, policies, and procedures, specifically as it relates to accounts payable.

Ability to analyze accounts payable data before processing and work with departments to make corrections as necessary.

Ability to answer accounts payable questions and resolve problems.

Ability to input and retrieve information from systems and databases used by the department.

Ability to lead and train employees in accounts payable policies and procedures.

Ability to maintain accurate records.

Ability to communicate effectively, both orally and in writing.

Ability to deal effectively and courteously with the public, departments, and employees.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 04/18/2023
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ATTORNEY 1

CLASS NUMBER: 00480
EEO CATEGORY: Professional

GRADE: OR07
FLSA: Exempt (P)

JOB OBJECTIVE

Performs basic legal research work, assists with trials for Davidson County Trial Courts and provides legal assistance to trial court judges. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Drafts or assists in drafting orders and other legal instruments.
Researches issues of law, acts as an advisor, and may make recommendations based on case law.
Studies and interprets laws, court decisions, ordinances and other legal authorities to provide assistance to the judge.
Prepares various legal correspondence.
May review documents for relevance and legal basis.
Reviews contracts, deeds, leases, and other legal documents.
Prepares proposed orders.

SUPERVISION EXERCISED\SUPERVISION RECEIVED

This is a non-supervisory classification.

Receives general supervision and reports to the elected official 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. 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 draft rules and regulations.

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: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

ATTORNEY 2

CLASS NUMBER: 00630
EEO CATEGORY: Professional

GRADE: OR09
FLSA: Exempt (P)

JOB OBJECTIVE

Performs basic legal research work, assists with trials for Davidson County Trial Courts, and provides legal assistance to trial court judges. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Drafts or assists in drafting orders and other legal instruments.
Researches issues of law, acts as an advisor, and may make recommendations based on case law.
Studies and interprets laws, court decisions, ordinances and other legal authorities to provide assistance to the judge.
Prepares various legal correspondence.
May review documents for relevance and legal basis.
Reviews contracts, deeds, leases, and other legal documents.
Prepares proposed orders.
Attends meetings concerning legal matters.
May review problems and work of subordinates and gives advice and directions.

SUPERVISION EXERCISED\SUPERVISION RECEIVED

May lead other attorneys or subordinates.

Receives general supervision and reports to the elected official 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. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Doctor of Jurisprudence and four years of professional legal experience.

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 draft rules and regulations.

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: 04/18/2023

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ATTORNEY 3

CLASS NUMBER: 04674
EEO CATEGORY: Professional

GRADE: OR011
FLSA: Exempt (P)

JOB OBJECTIVE

Performs legal research work, assists with trials for Davidson County Trial Courts and provides legal assistance to trial court judges. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Drafts or assists in drafting orders and other legal instruments.
Researches issues of law, acts as an advisor, and may make recommendations based on case law.
Studies and interprets laws, court decisions, ordinances and other legal authorities to provide assistance to the judge.
Prepares various legal correspondence.
May review documents for relevance and legal basis.
Reviews contracts, deeds, leases, and other legal documents.
Prepares proposed orders.
Attends meetings concerning legal matters.
Gives oral or written opinions on a variety of legal issues.
May review problems and work of subordinates and gives advice and directions.
May assign duties to employees.

SUPERVISION EXERCISED\SUPERVISION RECEIVED

May supervise other attorneys or subordinates.

Receives general supervision and reports to the elected official 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. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Doctor of Jurisprudence and eight years of professional legal experience.

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.

Knowledge of supervisory practices and principles.

Skill in problem solving.

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 analyze intricate factual situations and apply legal principles.

Ability to draft rules and regulations.

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: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

ATTORNEY 4

CLASS NUMBER: 11248
EEO CATEGORY: Professional

GRADE: OR012
FLSA: Exempt (P)

JOB OBJECTIVE

Performs legal research work, assists judge and sits as Special Master, or handles complex Chancery Constitutional issues to facilitate the timely movement of cases. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Drafts or assists in drafting orders and other legal instruments.
Researches issues of law, acts as an advisor, and may make recommendations based on case law.
Studies and interprets laws, court decisions, ordinances, and other legal authorities to provide assistance to the judge.
Prepares various legal correspondence.
May prepare timeline of case histories to assist the judge in preparing for cases.
Schedules and/or facilitates Judicial Settlement Conferences or Case Status hearings.
Sits as Special Master to conduct hearings in court as assigned by the judge.
Performs legal research for complex Constitutional challenges and Administrative Appeals issues.
Monitor cases for compliance in meeting case timelines.
May review documents for relevance and legal basis.
Reviews contracts, deeds, leases, and other legal documents.
Prepares proposed orders.
Attends meetings concerning legal matters.
Gives oral or written opinions on a variety of legal issues.
May review problems and work of subordinates and gives advice and directions.
May assign duties to employees.

SUPERVISION EXERCISED\SUPERVISION RECEIVED

May supervise other attorneys or subordinates.

Receives general supervision and reports to the elected official 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. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Doctor of Jurisprudence and eight years of professional legal experience

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.

Knowledge of supervisory practices and principles.

Skill in problem solving.

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 analyze intricate factual situations and apply legal principles.

Ability to draft rules and regulations.

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: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

BEHAVIORAL HEALTH SERVICES COORDINATOR

CLASS NUMBER: 11252
EEO CATEGORY: Professional

GRADE: OR07
FLSA: Top-Level Mgt

JOB OBJECTIVE

Coordinates and provides behavioral health services for employees. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Coordinates and participates in counseling service activities.
- May counsel employees in complex situations.
- Refers individuals or family members to appropriate agencies as needed.
- Develops treatment plans goals and objectives.
- Maintains confidential written documentation on cases.
- Provides clinical consultation for departmental behavioral health and wellness programs.
- Coordinates training for employees in preventive health/mental health care.
- For employees in Fire, Police, or other emergency services departments:
 - Identifies and recognizes specific mental health needs of first responders.
 - Builds and maintains a network of mental health professionals that have experience in working with first responders and their families.
- Prepares and conducts in-service training programs for staff.
- Serves as liaison between the department and external agencies.
- Participates in community task forces, seminars, advisory committees, etc.
- Keeps abreast of current techniques and procedures used in crisis management.
- Attends meetings and workshops as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May supervise or lead employees providing behavioral health services.

Receives direction from and reports to a designated supervisor, who outlines overall goals and assists with any complex or unusual administrative problems as needed.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Employee works primarily in an office environment performing administrative duties, but may be required to work in the field on occasion, in order to resolve problems, serve as a backup to staff, or monitor program activities. Working hours are generally regular and stable, but may vary according to program activities. Employees in this position may be required respond to emergency situations at any time.

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

Master's Degree in a field of Behavioral Science, such as Psychology, Social Work, Counseling, or a related field from an accredited college or university and three (3) years of clinical counseling experience in a mental health related setting, including trauma counseling experience.

Some positions may require experience providing counseling and stress management services to first responders as required by NFPA 1500 (National Fire Protection Association)

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

PERFORMANCE STANDARDS

Knowledge of the principles, practices, and ethics involved in counseling and related services.

Knowledge of methods used to develop counseling programs and services.

Knowledge of the laws, regulations, policies, and procedures governing counseling programs.

Knowledge of general counseling skills, such as interviewing, making assessments, and making referrals.

Knowledge of community resources and agencies and the services they provide.

Knowledge of general principles and practices of budget preparation and administration.

Knowledge of supervisory principles and practices.

Knowledge of Civil Service and departmental rules, policies, and procedures.

Skill in setting goals and objectives.

Skill in assessing the needs of target groups.

Skill in problem determination and resolution.

Skill in training others.

Skill in explaining the laws, regulations, policies, and procedures governing counseling programs.

Ability to determine the counseling needs of specific groups.

Ability to plan, implement, and evaluate program services.

Ability to coordinate a large number of activities.

Ability to establish, implement, and/or modify policies and procedures within established guidelines.

Ability to write grant proposals.

Ability to plan, assign, and supervise the work of others.

Ability to keep current on issues related to counseling and associated services.

Ability to communicate effectively, both orally and in writing.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Licensed as a mental health service provider in the State of Tennessee.
If licensed elsewhere, must obtain or transfer to State of Tennessee license within 12 months of appointment.

Date Approved: 04/18/2023

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Date Revised:

COLLECTIONS SPECIALIST 1

CLASS NUMBER: 11254
EEO CATEGORY: Technician

GRADE: OR01
FLSA: Non-Exempt

JOB OBJECTIVE

Performs entry-level professional and technical work in the Collections function in the Finance Department of the Metropolitan Government. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Assists in the collections of various taxes and fees.
Process payments and records receivable transactions in the General Ledger.
Participates in various financial compliance related tasks.
Informs taxpayers of Collection policies.
Assists taxpayers on using accounts receivable software.
Provides data and reports for the department.
Participates in reviewing banking transactions daily.
Keeps abreast of changes or new developments in technology.
Works on special projects as needed.
Keeps management informed regarding ongoing work and seeks guidance on any unusual situations.
Attends meetings and workshops as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

Employees receive supervision and report to a designated supervisor, who reviews work and may be consulted on unusual or complex 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. 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 an Associate's degree in a related field.

More specific degree, certification, and experience preferences may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Knowledge of collections practices and procedures.
Knowledge of the internal policies governing the collection of various taxes and fees.
Knowledge of how and when the various taxes are assessed.
Knowledge of established policies and procedures.
Skill in explaining collection procedures.
Ability to maintain accurate records.
Ability to answer questions and resolve problems.
Ability to evaluate situations and information effectively.
Ability to perform financial analysis in the accounts receivable function.
Ability to produce statistical and financial information.
Ability to communicate effectively, both orally and in writing.
Ability to deal effectively with the public.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 04/18/2023
Date Effective: 07/01/2023
Date Revised:

COLLECTIONS SPECIALIST 2

CLASS NUMBER: 11255
EEO CATEGORY: Professional

GRADE: OR03
FLSA: Non-Exempt

JOB OBJECTIVE

Performs professional and analytical work in the Collections function in the Finance Department of the Metropolitan Government. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Assists in the collections of various taxes and fees.
Process payments and records receivable transactions in the General Ledger.
Participates in various financial compliance related tasks.
Informs taxpayers of Collection policies.
Assists taxpayers on using accounts receivable software.
Provides data and reports for the department.
Participates in reviewing daily banking transactions.
Keeps abreast of changes or new developments in technology.
Works on special projects as needed.
Keeps management informed regarding ongoing work and seeks guidance on any unusual situations.
Attends meetings and workshops as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

Employees receive general supervision and report to a designated supervisor, who reviews work and may be consulted on unusual or complex 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. 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 related field.

More specific degree, certification, and experience preferences may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of collections practices and procedures.

Thorough knowledge of the internal policies governing the collection of various taxes and fees.

Knowledge of how and when the various taxes are assessed.

Knowledge of established policies and procedures.

Skill in explaining collection procedures.

Ability to answer questions and resolve problems.

Ability to evaluate situations and information effectively.

Ability to perform financial analysis.

Ability to communicate effectively, both orally and in writing.

Ability to produce statistical and financial information.

Ability to deal effectively with the public.

Ability to maintain accurate records.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

COLLECTIONS SPECIALIST 3

CLASS NUMBER: 11256
EEO CATEGORY: Professional

GRADE: OR04
FLSA: Exempt

JOB OBJECTIVE

Performs professional and analytical work for the Collections function in the Finance Department of the Metropolitan Government. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Collects and records payments of taxes and fees.
Process payments and records receivable transactions in the General Ledger.
Participates in various financial compliance related tasks.
Produces data for other financial activities and reports for the department
Participates in reviewing daily banking transactions.
Informs taxpayers of Collection policies.
Assists taxpayers on the accounting software used by Metro Government.
Keeps abreast of changes or new developments in technology.
Evaluates effectiveness of possible changes to systems.
Works on special projects as needed.
Keeps management informed regarding ongoing work and seeks guidance on any unusual situations.
Presents findings/reports as necessary.
Attends meetings and workshops as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification. May lead and/or train other employees.

Employees receive general supervision and report to a designated supervisor, who makes staff assignments and provides assistance with complex or difficult 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. 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 and some related experience.

More specific degree, certification, and experience preferences may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of collections practices and procedures.
Thorough knowledge of how and when the various taxes are assessed.
Thorough knowledge of department policies and procedures.
Skill in explaining collection procedures.
Ability to answer questions and resolve problems.
Ability to evaluate situations and information effectively.
Ability to perform financial analysis in the accounts receivable function.
Ability to produce statistical and financial information.
Ability to maintain accurate records.
Ability to deal effectively with the public.
Ability to communicate effectively, both orally and in writing.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

COLLECTIONS SPECIALIST 4

CLASS NUMBER: 11257
EEO CATEGORY: Professional

GRADE: OR06
FLSA: Exempt

JOB OBJECTIVE

Performs complex professional and analytical work for the Collections function in the Finance Department of the Metropolitan Government. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Collects and records payments of taxes and fees.
Process payments and records receivable transactions in the General Ledger.
Participates in various financial compliance related tasks.
Produces data for other financial activities and reports for the department.
Participates in reviewing daily banking transactions.
Informs taxpayers of Collection policies.
Assists taxpayers on the accounting software used by Metro Government.
Keeps abreast of changes or new developments in technology.
Evaluates effectiveness of possible changes to systems.
Works on special projects as needed.
Keeps management informed regarding ongoing work and seeks guidance on any unusual situations.
Presents findings/reports as necessary.
Attends meetings and workshops as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification. May lead and/or train other employees.

Employees receive general supervision and report to a designated supervisor, who makes staff assignments and provides assistance with complex or difficult 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. 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 and considerable experience in an accounts receivable or similar function.

More specific degree, certification, and experience preferences may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

- Extensive knowledge of collections practices and procedures.
- Extensive knowledge of department policies and procedures.
- Thorough knowledge of how and when the various taxes are assessed.
- Skill in explaining collection procedures.
- Ability to answer questions and resolve problems.
- Ability to evaluate situations and information effectively.
- Ability to perform financial analysis in the accounts receivable function.
- Ability to produce statistical and financial information.
- Ability to maintain accurate records.
- Ability to deal effectively with the public.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

CRIME LAB DNA TECHNICAL LEAD

Class Number: 11253
EEO Category: Professional

Grade: OR08
FLSA: Top Management

JOB OBJECTIVE

Performs complex professional and analytical work involved in the Forensic Biology Unit. Reviews the procedures, training, quality assurance, and proficiency testing programs in the laboratory. This position is accountable for the technical operations of the laboratory and is authorized to stop or suspend laboratory operations. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Reviews, revises, approves, and proposes new DNA-related technical policies and procedures
- Facilitates training of laboratory personnel in DNA analysis and procedures
- Approves and directs the review of the Forensic Biology Quality System
- Maintains knowledge of currently used technologies and procedures through extensive reading of forensic literature and training
- Oversees, reviews, and approves new DNA method validations and new equipment
- Troubleshoots and resolves DNA technical equipment and supplies
- Ensures proficiency testing, quality control, and safety measures are being followed as outlined in the Quality Manual, Procedures, and the Safety Manual
- Serves as a technical reference regarding DNA analyses
- Acts as a mediator in the technical review of DNA analyses
- Recommends new DNA technical equipment and supplies
- Maintains and demonstrates efficiency in the field of forensic biology
- Performs chemical, microscopic, and immunological tests on physical evidence
- Maintains technical forensic laboratory files and records of findings
- Prepares analytical reports and effectively communicates results of analyses
- Conducts technical and/or administrative reviews on scientific reports
- Determines CODIS eligibility
- Provides expert testimony in court based on laboratory findings
- Interprets and evaluates serological results and DNA data
- Executes applicable operations of the laboratory information management system (LIMS)
- Attends seminars, courses, professional meetings, or documented training sessions/classes each calendar year of at least eight (8) cumulative hours

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification

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

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

Employee works primarily in office/laboratory setting under favorable working conditions. There is walking, standing, bending, carrying items, etc. The employee may be required to lift items less than 50 pounds. No special physical demands are required to perform work. The employee may work with chemicals or items that are irritating, bio-hazardous, or toxic. The employee may work with laboratory machinery or instrumentation that requires special safety precautions.

Travel is required. Employee may be required to attend meetings or training at other police facilities or out-of-state.

Working past regular hours or extended hours may be required. Depending on assignment, may be required to serve on-call 24 hours.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Master's Degree from an accredited institution in a field of science such as biology, chemistry, forensic science, or related area; completed twelve (12) coursework hours in areas of biochemistry, genetics, molecular biology, and statistics or population genetics; and five (5) years of forensic laboratory experience, with three (3) years' experience as a qualified DNA analyst.

Certifications, specific skills, knowledge, and related experience will be considered

PERFORMANCE STANDARDS

- Knowledge of and experience in using related laboratory instrumentation, computer software, calibration, validation, quality control, safety, accreditation, proficiency testing, and training
- Knowledge of international forensic laboratory accreditation standards
- Knowledge of Civil Service and departmental rules, policies, and procedures
- Knowledge of computers and Microsoft Office software
- Ability to establish and maintain effective working relationships
- Ability to communicate effectively, both orally and in writing
- Ability to plan, organize, and manage caseload

Licenses Required

Valid driver's license

Date Approved: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

CRIME LAB FORENSIC SCIENTIST 4

Class Number: 11258
EEO Category: Professional

Grade: OR07
FLSA: Top-Management

JOB OBJECTIVE

Performs complex professional and analytical work involved in the field of forensic science. Participates in various aspects of the operations and performance involved in an accredited crime laboratory. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Examines physical evidence using scientific method, various scientific instruments and technical software.
- Follows laboratory procedures, quality control, quality assurance, safety and security guidelines.
- Prepares case files and reports results and conclusions for court presentations and interviews based on internal policy and accreditation standards.
- Conducts technical and/or administrative reviews on scientific analyses and reports.
- Testifies as an expert witness in courts regarding conclusions of performed examinations.
- Conducts quality control testing on reagents and supplies.
- Conducts validations, performance checks, recalibrations, and maintains records of laboratory equipment.
- Communicates with law enforcement officials and attorneys by oral and written report format.
- Maintains education, proficiency testing, and/or certification in specified forensic science discipline.
- Acts as a unit training officer as requested.
- Assists with short and long term planning of goals of forensic unit.
- Works on special projects, prepares reports and presents information as assigned.
- Performs administrative duties.
- May act as Technical Leader, Forensic Supervisor, or Quality Manager when unavailable.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification

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

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

Employee works primarily in office/laboratory setting under favorable working conditions. There is walking, standing, bending, carrying items, etc. The employee may be required to lift items less than 50 pounds. No special physical demands are required to perform work. The employee may work with chemicals or items that are irritating, bio-hazardous, or toxic. The employee may work with laboratory machinery or instrumentation that requires special safety precautions.

Travel is required. Employee may be required to attend meetings or training at other police facilities or out-of-state.

Working past regular hours or extended hours may be required. Depending on assignment, may be required to serve on-call 24 hours.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's degree and six (6) years of experience in a scientific laboratory.

No substitution.

Note: Some positions require specific degree/coursework/certifications.

TO BE ELIGIBLE FOR TARGETING TO THIS CLASSIFICATION:

- **Successful completion of discipline specific projects or objectives**
- **1 year of experience or equivalent at the level of a Crime Lab Forensic Scientist 3**

PERFORMANCE STANDARDS

Knowledge of the principles, practices, and techniques used in forensic sciences

Knowledge of Forensics Accreditation Laboratory Standards

Knowledge of the current developments, current literature, and sources of information in the field of forensic science

Knowledge of recent case decisions in forensic science

Knowledge of the laws that pertain to the collection, analyses, and preservation of physical evidence

Knowledge of the principles and practices of technical guidance, training, and supervision

Knowledge of Civil Service and departmental rules, policies, procedure

Knowledge of proper and safe use and care of laboratory equipment

Ability to formulate and present ideas in an effective manner
Ability to plan, organize, make efficient use of time, and manage multiple tasks
Ability to perform forensic analyses accurately and evaluate results
Ability to operate and maintain all laboratory equipment
Ability to follow oral and written procedures and policies
Ability to prepare written reports on laboratory results
Ability to establish and maintain records of laboratory findings, operations, and maintenance
Ability to perform physical inventories
Ability to monitor compliance with operational, quality, and safety standards set forth by the
Metropolitan Nashville Crime Laboratory policies
Ability to work cooperatively with others
Ability to work safely without presenting a direct threat to self or others
Ability to use independent judgment and discretion to analyze and resolve problems
Ability to communicate effectively, both orally and in writing

LICENSES REQUIRED

Valid Driver's License

Date Approved: 04/18/2023
Date Effective: 07/01/2023
Date Revised:

DATA COMPLIANCE TECHNICIAN

CLASS NUMBER: 11259

EEO CATEGORY: Professional

GRADE: OR03

FLSA: Non-Exempt

JOB OBJECTIVE

Monitors and works with departments verifying that employee data is entered accurately, timely, and in compliance with civil service rules, policies, and procedures for all Human Resources processes. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Performs complex application functions requiring a detailed knowledge of a specific set of procedures and/or processes in support of Metro Human Resources Information System (HRIS)
- Details problems and provides solutions to departments
- Acts as a liaison with other system entry and compliance staff
- Enters pertinent data into the HRIS System assuring accuracy and data integrity to ensure compliance with the General Government pay plan
- Monitors and works with departments verifying that the data is accurate, timely and in compliance with civil service rules, policies, and procedures for all HR processes.
- Ensures all required documents are submitted along with any supporting documentation for personnel actions such as new hires, terminations, promotions, transfers, demotions, etc.
- Scans, indexes and maintains official personnel files for Metro General Government employees.
- Works with departments to assure positions have been entered and are entered correctly and at times acts as a liaison with Department of Finance Office of Management and Budget.
- May perform verifications of Employment for Metro Employees

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification

Employee receives general supervision and reports to a designated supervisor, who reviews completed work and may be consulted on unusual or complex 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. 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 duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree.

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

PERFORMANCE STANDARDS

Thorough knowledge of operations and specialization of assigned departments.
Knowledge of the overall organizational structure of the department.
Knowledge of Civil Service and departmental rules, policies, and procedures.
Ability to analyze generated computer data in audit form and make corrections as necessary.
Ability to use personal computer to produce reports and documents.
Ability to deal courteously with the public.
Ability to problem-solve.
Ability to use independent judgement in applying policies to specific situations.
Ability to communicate effectively, both orally and in writing.
Ability to keep accurate records.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 04/18/2023
Date Effective: 07/01/2023
Date Revised:

EXTENSION DEPUTY DIRECTOR

CLASS NUMBER: 11260
EEO CATEGORY: Professionals

GRADE: AG04
FLSA: Exempt (E)

JOB OBJECTIVE

Performs administrative, managerial and professional duties involved in assisting day-to-day operations of the county extension office, administering all extension programs at a county level, and planning and implementing educational programs. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs various administrative and managerial duties.

- Oversees processing of some administrative paperwork.

- Monitors expenditures.

- Orders educational materials, supplies and equipment.

- Represents the Extension Service to other county agencies and government departments.

- Makes reports to supervisor as needed.

Organizes and conducts ongoing programs or research and coordinates special activities and events in one or more assigned areas.

- Prepares surveys and other evaluation instruments.

- Recruits volunteers to serve as leaders to enhance and assist with educational programs.

- Utilizes all available communications resources to publicize and promote program availability and benefits.

- Establishes and maintains effective working relationships with other agencies and support groups.

- Reports program progress to supervisor(s) at appropriate intervals.

Provides support to other programs in the department as needed.

Keeps abreast of current technology in assigned program area(s).

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises professional and clerical staff working for Davidson County Extension Service.

Receives general direction and reports to the Extension Director, and to the Regional Director for the University of Tennessee Agricultural Extension Service, who outline overall goals and objectives for Agricultural Extension Services and are kept informed of program/project progress.

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. 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

Bachelor's Degree in Agriculture or Home Economics, or other approved degree with a balanced curriculum from an accredited college or university and a minimum of three (3) years employment with the Extension Service as an Extension Agent.

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

PERFORMANCE STANDARDS

Knowledge of principles, practices, and technology used in either Agriculture or Home Economics.

Skill working with the public.

Skill operating specialized equipment required for assigned programs.

Skill coordinating many activities.

Ability to supervise others.

Ability to plan, organize, and implement programs that meet the needs of target groups.

Ability to evaluate educational programs and make programming changes as needed.

Ability to demonstrate leadership skills.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

A valid Driver's License may be required for certain positions in this classification.

Date Approved: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

HOMELESS SERVICES DIRECTOR

CLASS NUMBER: 11261

GRADE: DP01

EEO CATEGORY: Officials and Administrators

FLSA: Top-Management

JOB OBJECTIVE

Performs administrative, managerial, and supervisory duties involved in planning, organizing, and directing homeless service programs and enhancing coordination among agencies which provide services to the homeless population of Nashville and Davidson County.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Oversee the planning, coordination, implementation, and evaluation of the Homeless Planning Council's (Continuum of Care's) approach to address homelessness.
- Establish and maintain a framework to coordinate and collaborate among various internal and external organizations.
- Identify community resources for homeless population services, review needs to identify gaps in services, and enhance coordination between groups.
- Compile information regarding homeless services provided through the Continuum-of-Care and other agencies.
- Directly oversee management of HMIS and Coordinated Entry functions.
 - Promote, manage, and evaluate systems integration.
 - Work with various groups to ensure coordinated efforts.
 - Administer funding, as available, to appropriately identified service delivery agencies to meet the needs of the homeless population.
 - Develop and implement procedure for program monitoring and evaluation.
- Communicate effectively across multiple internal and external stakeholders and groups.
- Develop and present various reports and informational products as needed.
- Prepare and/or administer grants & contracts as directed.
- Promote community awareness of the Metropolitan Homelessness Planning Council and its role in the community.
- Serve as an advocate for increasing public awareness among citizens and provider agencies on social issues surrounding the needs of people experiencing homelessness.
- Supervise, evaluate, and review the work of assigned direct report staff.
- Evaluate the performance of all direct reports.
- Counsel and correct staff behavior/performance as needed.
- Develop, maintain and interpret policies & procedures, goals as it pertains to the division.
- Conduct regularly scheduled staff meetings/supervision.
- Promote a healthy, safe, productive and equitable work environment.
- Assume other duties as needed and/or assigned.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Oversees all employees in the Office of Homeless Services

Reports to and receives direction from the Nashville Davidson County Continuum-Of-Care Homeless Planning Council

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. 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 five (5) years of progressive leadership experience working with the homeless population.

PERFORMANCE STANDARDS

Knowledge of principles, practices and ethics involved in social work.
Knowledge of the development and operation of homeless services programs.
Knowledge of laws, regulations, policies and procedures governing homeless services programs.
Knowledge of significant problems in human behavior and community living.
Knowledge of community resources and agencies and services they provide.
Knowledge of administrative principles and practices.
Knowledge of supervisory principles and practices.
Knowledge of the principles and practices of budgeting.
Knowledge of Civil Service and departmental rules, policies and procedures.
Skill in working with the public.
Skill in explaining the laws, rules and regulations governing social service programs.
Skill in problem solving.
Skill in evaluating employee performance.
Skill in setting goals.
Ability to coordinate a large number of activities.
Ability to determine the needs of specific groups.
Ability to plan, assign and monitor the work of others.
Ability to write and administer grants.
Ability to communicate effectively, both orally and in writing.
Ability to assess situations accurately.
Ability to plan, implement and evaluate services.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

INDUSTRIAL MAINTENANCE MANAGER

CLASS NUMBER: 11262

GRADE: OR09

EEO CATEGORY: Officials and Administrators

FLSA: Top-Management

JOB OBJECTIVE

Plans, directs, manages, and supervises all activities regarding maintenance and repair of mechanical, electrical, or electronic equipment of the Water Department. Serves as the Department's technical expert in one of the three (3) specialty trades (mechanical, electrical, or electronic). Performs related duties as required

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Directs all maintenance and repair duties of mechanical, electrical, or electronic equipment of the water/wastewater treatment plants and related facilities.
- Ensures all mechanical, electrical, or electronic equipment is in proper working order.
- Ensures safety regulations and procedures are followed.
- Determines manpower, equipment, and supply needs for repair and maintenance projects.
- Regularly inspects and reviews field work.
- Coordinates activities with other utilities, contractors, and operational sections of the Water Department.
- Collects data and prepares technical reports.
- Reviews current maintenance processes and makes recommendations for improvements.
- Reads and interprets specifications and contract and shop drawings for compliance with department standards.
- Maintains accurate records of work performed on mechanical, electrical, and electronic equipment.
- Troubleshoots in search of potential problem areas.
- Ensures maintenance inspections are performed to decrease down-time and obtain more efficient utilization of equipment.
- Supervises employees.
 - Assigns and reviews work.
 - Evaluates employee performance.
 - Counsels and corrects employees as needed.
 - Trains employees.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This classification exercises direct supervision over all employees involved in the repairing and maintenance of mechanical, electrical, or electronic equipment. Supervise, train, assign, and evaluate work and performance of lower-level employees.

Receives direction and reports to a Treatment Plant Superintendent, depending upon assignment, who is kept informed of all maintenance and repair projects.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

This classification is on-call 24 hours per day. Work time is split between an office and field environments inspecting and/or participating in repair activities as necessary. Field 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.

Work requires some physical exertion such as walking, climbing, bending, stooping, stretching, or similar activities.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's Degree in Engineering, Electronics, Mechatronics, Construction Management, or related field and six (6) years of experience in managing mechanical, electrical or electronics systems or projects, including four (4) years of lead/supervisory experience. Must have expertise in one craft and have led or supervised a multi-crafted team or crew for at least one year.

OR

High School Diploma or equivalent and ten (10) years of experience maintaining and repairing industrial electrical, electronics, or mechanical equipment and systems, including four (4) years of lead or supervisory experience. Must have expertise in one craft and have led or supervised a multi-crafted team or crew for at least one year.

As vacancies occur, more specific degree, certification, and experience requirements will be included in the position announcement.

PERFORMANCE STANDARDS

- Knowledge of methods, materials, equipment, supplies, and tools used in the assigned area of specialization.
- Thorough knowledge of OSHA and related safety rules and regulations.
- Knowledge of the operations and functions of various equipment and systems, depending upon area of assignment.
- Knowledge of computer software programs.
- Knowledge of practices in supervisory practices and principles.
- Knowledge of planning, forecasting, and budgeting techniques.
- Knowledge of Civil Service and departmental rules, policies, and procedures.
- Knowledge of first aid.
- Ability to use the various tools and equipment used by workers in area of assignment.

- Ability to establish priorities regarding maintenance and repair operations.
- Ability to plan major complex projects.
- Ability to detect deviations from established procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to keep accurate records.
- Ability to develop work plans and prepare comprehensive reports.
- Ability to analyze reports and make clear and sound recommendations.
- Ability to establish and maintain effective working relationships with subordinates, peers and managers.

LICENSES REQUIRED

Valid Driver's License

Some positions may require the employee to possess or obtain the appropriate commercial driver's license and/or endorsement as required by state law.

Date Approved: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

PAYROLL ANALYST 1

CLASS NUMBER: 11263
EEO CATEGORY: Professional

GRADE: OR04
FLSA: Exempt

JOB OBJECTIVE

Performs professional and analytic work in payroll processing in the Finance Department of Metropolitan Government. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Processes payroll for the Metropolitan Government including general government, Metro Nashville Public Schools, and pension payroll.
Reviews data to ensure accuracy of payroll.
Ensures compliance with taxation regulations, including federal, social security, and Medicare taxes.
Ensures compliance with garnishments, child support, and other withholding orders.
May process tax payments, compile information for various tax forms, and ensure accuracy for withholding and other tax-related regulations.
Communicates with other divisions and departments as needed to resolve issues and for payroll accounting.
Provides information and resolution for questions from employees, pensioners, departments, and third-party vendors regarding payroll.
Performs end user training and support for personnel and/or departments.
Collaborates with timekeepers as needed for payroll processing information.
Provides post payroll reports.
Maintains confidentiality of all sensitive data pertaining to employees.
Works on special projects as needed.
Attends meetings and workshops as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification. Employees may lead or advise departmental time-keepers.

Employees receive general supervision and report to a designated supervisor, who reviews work and may be consulted on unusual or complex 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. 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 and some experience in payroll processing or similar function.

More specific degree, certification, and experience preferences may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of fundamental principles and practices of payroll administration.

Thorough knowledge of software programs including processes, reports, and impact of transaction on a general ledger.

Thorough knowledge of the departmental payroll operation and related policies and procedures.

Knowledge of payroll tax regulations and reporting requirements.

Knowledge of Civil Service and departmental rules, policies, and procedures.

Ability to analyze and audit data and make corrections as necessary.

Ability to gather and present facts, both orally and in writing.

Ability to use a computer to input and retrieve information.

Ability to apply regulations and policies to complex situations.

Ability to deal courteously with the public.

Ability to identify and solve problems.

Ability to develop and conduct on-the-job training.

Ability to coordinate the work of others.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

PAYROLL ANALYST 2

CLASS NUMBER: 11264
EEO CATEGORY: Professional

GRADE: OR06
FLSA: Exempt

JOB OBJECTIVE

Performs the more complex professional and analytic work in payroll processing in the Finance Department of Metropolitan Government. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Processes payroll for the Metropolitan Government including general government, Metro Nashville Public Schools, and pension payroll.
Reviews data to ensure accuracy of payroll.
Ensures compliance with taxation regulations, including federal, social security, and Medicare taxes.
Ensures compliance with garnishments, child support, and other withholding orders.
May process tax payments, compile information for various tax forms, and ensure accuracy for withholding and other tax-related regulations.
Communicates with other divisions and departments as needed to resolve issues and for payroll accounting.
Provides information and resolution for questions from employees, pensioners, departments, and third-party vendors regarding payroll.
Performs end user training and support for personnel and/or departments.
Collaborates with timekeepers as needed for payroll processing information.
Provides post payroll reports.
Maintains confidentiality of all sensitive data pertaining to employees.
Attends meetings and workshops as needed.
Works on special projects as needed.
May perform supervisory duties.
 Assigns and reviews work.
 Evaluates employee performance.
 Approves leave requests.
 Counsels with and corrects employees as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May supervise other employees in payroll. May lead or advise departmental time-keepers.

Employees receive general supervision and report to a designated supervisor, who makes staff assignments and may be consulted on unusual or complex 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. 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 and considerable experience in an in payroll processing or similar function. Additional experience may substitute for the education requirement.

More specific degree, certification, and experience preferences may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Thorough knowledge of fundamental principles and practices of payroll administration.

Thorough knowledge of software programs including processes, reports, and impact of transaction on a general ledger.

Thorough knowledge of the departmental payroll operation and related policies and procedures.

Thorough knowledge of payroll tax regulations and reporting requirements.

Knowledge of Civil Service and departmental rules, policies, and procedures.

Ability to analyze and audit data and make corrections as necessary.

Ability to gather and present facts, both orally and in writing.

Ability to use a computer to input and retrieve information.

Ability to apply regulations and policies to all but the most unusual situations.

Ability to deal courteously with the public.

Ability to identify and solve problems.

Ability to develop and conduct on-the-job training.

Ability to coordinate the work of others.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

PAYROLL SPECIALIST 1

CLASS NUMBER: 11265
EEO CATEGORY: Technician

GRADE: OR01
FLSA: Non-Exempt

JOB OBJECTIVE

Assists with central Payroll function in the Finance Department of Metropolitan Government.
Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Compiles data for payroll processing.
Ensures accuracy of payroll data including payments and deductions.
Performs pre-payroll audit of pay codes and entries (including deceased employees, military pay, additional payouts needed, phone allowance, bonuses, etc.).
Enters and reviews federal tax updates and direct deposit information for new and existing employees and pensioners.
Utilizes banking portal for research regarding live check and Automated Clearing House (ACH) transactions.
Maintains documentation of payroll activities.
Assists with special entries as required by vendors for requests and/or issue resolution.
Performs end user training and support for personnel and/or departments.
Collaborates with timekeepers to ensure all information is received for processing.
Maintains confidentiality of all sensitive data pertaining to employees.
Compiles post-payroll reports.
Attends meetings and workshops as needed.
Works on special projects as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

Employees receive general supervision and report to a designated supervisor, who reviews work and may be consulted on unusual or complex 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. 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 related field.

More specific degree, certification, and experience preferences may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Knowledge of fundamental principles and practices of payroll administration.

Knowledge of software programs including processes, reports, and impact of transaction on a general ledger.

Knowledge of Civil Service and departmental rules, policies, and procedures.

Knowledge of general office methods, including work scheduling, flow and control.

Knowledge of the overall department organizational structure.

Ability to review and verify payroll data and make corrections as necessary.

Ability to gather and present facts, both orally and in writing.

Ability to use a computer terminal to input and retrieve information.

Ability to use personal computer to produce reports and documents.

Ability to deal courteously with the public.

Ability to identify and solve problems.

Ability to develop and conduct on-the-job training.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

PAYROLL SPECIALIST 2

CLASS NUMBER: 11266
EEO CATEGORY: Technician

GRADE: OR03
FLSA: Non-Exempt

JOB OBJECTIVE

Assists with central Payroll function in the Finance Department of Metropolitan Government.
Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Compiles data for payroll processing.

Ensures accuracy of payroll data including payments and deductions.

Performs pre-payroll audit of pay codes and entries (including deceased employees, military pay, additional payouts needed, phone allowance, bonuses, etc.).

Enters and reviews federal tax updates and direct deposit information for new and existing employees and pensioners.

Utilizes banking portal for research regarding live check and Automated Clearing House (ACH) transactions.

Maintains documentation of payroll activities.

Assists with special entries as required by vendors for requests and/or issue resolution.

Performs end user training and support for personnel and/or departments.

Collaborates with timekeepers to ensure all information is received for processing.

Maintains confidentiality of all sensitive data pertaining to employees.

Compiles post-payroll reports.

Attends meetings and workshops as needed.

Works on special projects as needed.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification. May lead or train less experienced employees.

Employees receive general supervision and report to a designated supervisor, who reviews work and may be consulted on unusual or complex 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. 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 and some related experience.

More specific degree, certification, and experience preferences may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Knowledge of fundamental principles and practices of payroll administration.

Knowledge of software programs including processes, reports, and impact of transaction on a general ledger.

Knowledge of Civil Service and departmental rules, policies, and procedures.

Knowledge of general office methods, including work scheduling, flow, and control.

Knowledge of the overall department organizational structure.

Ability to review and verify payroll data and make corrections as necessary.

Ability to gather and present facts, both orally and in writing.

Ability to use a computer terminal to input and retrieve information.

Ability to use personal computer to produce reports and documents.

Ability to deal courteously with the public.

Ability to identify and solve problems.

Ability to develop and conduct on-the-job training.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 04/18/2023

Date Effective: 07/01/2023

Date Revised:

SKILLED CRAFT LEADER

CLASS NUMBER: 11268

EEO CATEGORY: Skilled Craft Workers

GRADE: TL13

FLSA: Non-Exempt

JOB OBJECTIVE

Leads and performs work in one or more skilled craft trades such as carpentry, masonry, painting, plumbing, etc. Performs related duties as assigned.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Leads and performs various skilled maintenance duties which may include:

- Assists with construction, remodeling, and repair of buildings.

- Lays and cleans drainage pipes, grates, and related structures.

- Cuts and sets ceramic tile.

- Plasters new walls and patches plaster where needed.

- Performs routine repair, maintenance, and installation of electrical, mechanical, or plumbing systems.

- Performs basic carpentry duties.

- Operates various hand and power tools and/or equipment.

- Performs skilled masonry work.

- Mixes concrete or mortar and works with a crew on construction projects.

- Lays block, stone, and brick for repair and remodeling of buildings, sidewalks, and related structures.

- Builds and repairs foundations and retaining walls.

Uses technical or automated processes or procedures for production of the work product

Maintains tools and equipment.

Reads and interprets blueprints and specifications

Drives to various job sites.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Leads and coordinates the work of other skilled craft workers, painters, carpenters, and plumbers, etc.

Employee receives general supervision from and reports to a supervisor who issues job assignments and is consulted on unusual or complex matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment 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. Employees may be required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields.

The work requires some physical exertion such as walking, climbing, bending, stooping, stretching, or similar activities.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Eighth Grade Education and four (4) years experience assisting skilled maintenance work in fields such as carpentry, painting, plumbing, masonry, etc.

PERFORMANCE STANDARDS

Thorough knowledge of tools, materials, equipment and regulations of skilled trades involved in position.

Thorough knowledge of OSHA and related safety rules and regulations in a trades field.

Skill using hand and power tools and equipment.

May require ability to erect or perform skilled repair work on buildings, foundation walls, retaining walls, and related masonry structures.

May require ability to mix and pour cement to desired consistency.

Ability to read and interpret specifications, blueprints, and related drawings.

Ability to use various power tools and equipment in a safe manner.

Ability to read, write, and compute arithmetic problems.

Ability to use computer for minor automated tasks

Ability to keep simple records.

Ability to follow oral and written directions.

Ability to use effective mechanical aptitude.

Ability to lead and coordinate the work of others.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver License may be required for some positions in this classification.

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TRANSPORTATION ADMINISTRATOR

CLASS NUMBER: 11269

GRADE: OR08

EEO CATEGORY: Officials and Administrators

FLSA: Top-Management

JOB OBJECTIVE

Directs, manages, and performs a variety of comprehensive and technical activities within the Operations and Engineering divisions of NDOT. This position oversees the work of other technical personnel at NDOT and serves as the project manager with contractors on Metro projects. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Reviews work orders and service requests, determines priority status, staffing, equipment, and supply needs and delegates work assignments accordingly.
- Addresses all public right of way issues including ADA compliance, parking regulations and adherence to Metro construction guidelines on projects/developments.
- Serves as point of contact and project manager for contractor on Metro construction projects in the public right of way.
- Schedules meetings with contractors to receive updates on existing projects.
- Supervises or leads the work of field personnel including Technical Specialists
- Trains inspectors to be proficient in right-of-way inspections and customer service skills.
- Evaluates materials, supplies and techniques used in road maintenance, construction projects and developments.
- Inspects field projects and completed work assignments of subordinates to ensure deadlines and expected standards are met.
- Performs related duties as assigned.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises or leads the work of field personnel including Technical Specialists.

Employee receives direction from and reports to an Operations Manager, who provides general supervision and guidance and is consulted on unusual or complex problems.

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. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma or equivalent supplemented by job related technical education as described in the position announcement and twelve (12) years of experience in area of technical specialty including five (5) years of increasingly responsible supervisory/lead experience and/or project management experience

or

Associate's Degree in a related field with eight (8) years of experience including three (3) years of increasingly responsible supervisory/lead experience and/or project management experience.

PERFORMANCE STANDARDS

Knowledge of operations and specialization of the department.
Knowledge of the overall organizational structure of the department.
Knowledge of Civil Service and departmental rules, policies, and procedures.
Ability to analyze generated computer data in audit form and make corrections as necessary.
Ability to use personal computer to produce reports and documents.
Ability to deal courteously with the public.
Ability to problem-solve.
Ability to use independent judgement in applying policies to specific situations.
Ability to communicate effectively, both orally and in writing.
Ability to keep accurate records.
Ability to establish and maintain effective working relationships.
Knowledge of the Metro Charter and Metro Code
Knowledge of the benefit board plans, rules, and policies

LICENSES REQUIRED

None

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Date Revised: