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ENTRY LEVEL JOBS
for
COLLEGE GRADS

I O W A

ACCOUNTANT I

DEFINITION

Under immediate supervision, performs beginning level professional accounting work in a department, administrative unit or institution; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Examines a variety of financial statements for completeness, internal accuracy and conformance with uniform accounting classifications and specific accounting requirements.

Reconciles reports and financial data with financial statements on file, determines inconsistencies or errors, prepares financial statements not involving analysis or presentation, prepares charts, tables and graphs.

Proves mathematical accuracy of footings, extensions and balances in various records; examines basic accounting documents such as payrolls, purchase vouchers, cash receipts and disbursement vouchers to verify accuracy of computations and that transactions are properly supported.

Verifies inventories, counts cash and other assets; lists balances of ledger accounts and prepares routine reconciliations.

Audits routine allocations and disbursements.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of professional accounting principles, theories, concepts and terms.

Ability to apply the principles, theories and concepts of accounting to a specific accounting system.

Ability to learn the accounting structure, policies and operating programs for the department to which assigned.

Ability to examine standard accounting documents for completeness, internal accuracy, and conformance with specific accounting requirements.

Ability to trace and reconcile records of financial transactions and preparation of routine statements and schedules for reports.

Ability to abstract data from established accounts and prepare complete and accurate reports and statements.

Ability to establish and maintain effective working relationships with employees, supervisors and the public.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with satisfactory completion of a minimum of nine (9) semester hours in accounting courses;

OR

ADOPTED: 7/1/69

REVISED: 3/30/73

CLASS CODE: 00310

ACCOUNTANT I (Continued)

substituting one (1) year of full-time paid employment in accounting, accounts examination or verification, budgeting or closely related fiscal experience with a governmental agency, public accounting firm or private industry for each year of the minimum educational requirements;

OR

any combination of qualifying post high school level education and experience which totals four (4) years,

FOR PROMOTIONAL PURPOSES ONLY

Permanent status as an Accounting Technician II with the State of Iowa will be considered as qualifying experience. Eighteen (18) months of full-time paid experience as an Accounting Technician I with the State of Iowa will be considered as qualifying experience.

00310

ACCOUNTING TECHNICIAN III

DEFINITION

Under general direction, supervises operating level technical accounting work maintaining accounts and financial records in an established accounting system; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Supervises and participates in the daily operations of an established agency accounting system including the audit of transactions, payroll, preparation, receipt and disbursement of funds, maintenance of appropriation budget and statistical accounts, preparation of periodic and regular reports, schedules, and comparative analysis.

Supervises and prepares all cost accounting data relating to state industries products including raw materials, inventory, and finished goods.

Supervises and prepares all periodical financial reports of state industries including inventories, profit and loss statements, balance sheets, depreciation schedules, accounts receivables and payables.

Applies established accounting concepts and techniques involved in maintaining, adjusting, and balancing a number of accounts within an established accounting system.

Assists an administrator in the preparation of operating budgets, prepares requests for the release of funds.

Performs related work as required.

Distributes and assigns work within the unit, and makes spot checks of work performed.

Interprets rules and regulations to subordinates and gives technical assistance to subordinates in handling out of ordinary problems.

KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of debit and credit concepts as they apply to accounting principles and techniques.

Thorough knowledge of the information available in various phases of the departmental accounting system, account relationships, and established techniques for compiling and verifying accounting data.

Thorough knowledge of specific agency programs and the laws, regulations, and procedures established related to accounting for special programs involving matching funds.

Considerable ability to classify accounting transactions, maintain and reconcile accounts, close accounts, and prepare reports and statements.

Considerable ability to abstract data from established

ADOPTED: 7-27-70

REVISED: 2-16-71

CLASS CODE: 0294

ACCOUNTING TECHNICIAN III (Continued)

accounts and prepare complete and accurate accounting reports and financial statements.

Considerable ability to apply and adapt established guidelines and methods to varied accounting transactions.

Ability to establish and maintain effective working relationships with other employees and the public.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school and eight (8) years of progressively responsible accounting experience;

OR

an equivalent combination of education or experience, substituting one (1) year of successful full-time paid employment in accounting, auditing, or fiscal work for the required education with a maximum substitution of two (2) years;

OR

substituting the successful completion of fifteen (15) semester or credit hours of coursework in accounting, law, finance, economics, or closely related business courses in a business college, college, or university for each year of the required experience with a maximum substitution of one hundred twenty (120) semester or credit hours;

OR

FOR PROMOTIONAL PURPOSES ONLY:

Twelve (12) months of full-time paid employment with permanent status as an Accounting Technician II will be considered as qualifying.

ACTIVITIES SPECIALIST I

DEFINITION

This is skilled recreation and activities leadership and therapy work carried on as an integral element of treatment in state institutional or community programs.

DISTINGUISHING CHARACTERISTICS OF WORK

Work involves the application of any of a variety of special skills associated with activities programs. Work is performed under professional supervision within established policies and procedures and is reviewed through conferences and reports.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

As recreation leader for an institutional unit or for a small institution, plans, organizes, and carries out a varied recreational program.

Conducts vocational counseling work with children or youth; counsels working residents; and initiates and maintains employee habilitation, wage, promotion, and related records.

Carries on structured learning games with emotionally disturbed or mentally retarded children, individually or in small groups, for development of improved peer interaction, emotional or motor control.

Supervises a group of attendant trainers.

Supervises an industrial arts or crafts workshop for residents of an institution; supervises patients in skilled or semi-skilled industrial therapy placements.

Gives individual vocal or instrumental music lessons to residents or patients, as therapeutic treatment.

Writes progress and evaluation reports on individual patients and residents, with regard to social skills, work habits, attention span, motivation, attitude, and interest; participates in team or staff discussion of patient progress.

Performs related work as required.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Minimum. Graduation from college with major course work in physical education, recreation, graphic arts, industrial arts, child development, rehabilitation, music, occupational, industrial, or recreational therapy, or other fields closely related to program needs.

Desirable. One (1) year of experience in an institutional or community recreation program.

ADMINISTRATIVE ASSISTANT I

DEFINITION

Under immediate supervision performs various assignments involving the application of fundamental administrative knowledges and techniques as assistant to a department head or higher level administrator; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Performs general administrative work in assisting administrative supervisors in such areas as budgeting, planning, purchasing, personnel and other related matters.

Studies and analyzes operational procedures and assists in developing program policies and procedures.

Provides both verbal and written interpretations of program objectives, and the application of policies and procedures to specific situations.

Conducts studies and research projects on departmental or agency problems and projects and prepares reports.

Gives guidance and direction in the providing of varied clerical and related office services in a large service unit, providing services such as complex central files, varied office supplies and equipment, multilithing and printing, messenger and mail services.

Performs various public relations and liaison duties.

Reviews correspondence and writes replies when necessary.

Prepares or directs the preparation and maintenance of necessary records and reports.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the principles, problems, and methods of public and business administration, including organization, personnel, and fiscal management.

Knowledge of modern office management principles, methods and procedures.

Knowledge of administrative survey techniques, and skill in their application.

Some knowledge of statistical research and reporting methods.

Ability to exercise good judgment in analyzing situations and making decisions.

Ability to organize and present facts and opinions clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with others.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from a standard four (4) year high school and four (4) years of general administrative or specialized technical support work experience which included responsibility

ADMINISTRATIVE ASSISTANT I (Continued)

illustrative of the following: supervising people; determining budgetary, personnel and equipment needs of a work unit; compiling and evaluating statistical, historical, economic, business, financial, engineering or related program data; interpreting laws, rules and regulations and securing compliance with them; reviewing operating records and reports and evaluating their use and effectiveness;

OR

graduation from an accredited four (4) year college will be considered as qualifying;

OR

college level coursework in a discipline directly applicable to the specialized requirements of an employing agency may be substituted for the experience on a year-for-year basis to a maximum of four (4) years and may be used when requested by the employing agency and approved by Merit Employment as a basis of selective certification for designated positions.

FOR PROMOTIONAL PURPOSES ONLY

One (1) year of full-time paid experience as a Secretary III, Personnel Technician, Accounting Technician, Office Services Supervisor I or comparable level of technical support experience with the employing agency will be considered as qualifying experience.

00708

AGRICULTURAL MARKETING SPECIALIST I

DEFINITION

Under close supervision of a higher level Agricultural Specialist, assists in the development of domestic and foreign markets for Iowa agricultural products; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Assists in the implementation of agricultural promotion, marketing, and service programs and projects.

Hands out literature, answers questions from the public, and shows movies and slides at fairs and exhibitions.

Assists in conducting tours for foreign visitors on Iowa farms and through farm implement manufacturers, packing plants, food processors, and seed companies.

Assists in conducting marketing research relative to prices and projecting trends to aid in determining market potentials and improving marketing prospects.

Attends meetings and conferences of various commodity and farm organizations to gain knowledge as a representative of the Agricultural Marketing Division.

May write reports as required.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the production, processing, and distribution of agricultural commodities.

Knowledge of the business practices involved in merchandising of inspected commodities.

Some knowledge of related state and federal agricultural laws.

Some knowledge of grading, sorting, weighing, handling, classifying, and packaging practices.

Some knowledge of animal and/or plant diseases common to agricultural food commodities.

Ability to establish and maintain effective working relationships with public and private officials and the general public.

Ability to express ideas clearly and concisely, both orally and in writing.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with major course work in agri-marketing, agri-economics, agriculture, agronomy, animal science, or closely related field;

AGRICULTURAL MARKETING SPECIALIST I (Continued)

OR

an equivalent combination of education and experience substituting, on a year-for-year basis, progressively responsible full-time paid employment in agricultural marketing, promotion, market analysis, inspection, or closely related agricultural experience for the required college or university education with a maximum substitution of four (4) years.

Desirable. A Master's degree from an accredited college or university with major course work in the required fields in lieu of the minimum requirements.

I O W A

AGRICULTURAL PRODUCTS INSPECTOR

DEFINITION

Under general supervision, inspects facilities involved in the production, storage, and/or sale of agricultural products to insure compliance with laws regulating these products and their labeling, manufacture, storage and/or sale; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Inspects feeds, fertilizers, pesticides, etc. to insure compliance with labeling standards.

Collects samples of feed, seed, fertilizer, pesticide, etc. for laboratory analysis and/or ingredient verification.

Inspects facilities used in the manufacture, storage and/or sale of agricultural products to insure adequate sanitation and proper safety precautions as required by law.

Tests small scales used in the sale of agricultural products to insure adherence to accepted tolerances.

Issues embargoes and "stop sale" notices on products or operations found in violation of the law.

Confers with manufacturers, processors, dealers and other agri-businessmen concerning regulations governing manufacture, processing, storage and/or sale of agricultural products.

Prepares inspection reports and maintains records as required.

KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the methods and procedures used in the production, storage and/or sale of agricultural products.

Knowledge of industrial safety and sanitary inspection techniques.

Knowledge of state and Federal laws and regulations governing the manufacture, processing, storage and sale of agricultural products.

Ability to establish and maintain effective working relationships with the public.

Ability to communicate effectively orally and in writing.

Ability to prepare inspection reports and maintain routine records.

Ability to read and interpret building and equipment blue prints.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school or G.E.D. equivalent and four (4) years of full time, paid employment in the manufacture, use, sale or regulation of medicated feed, fertilizer, seed, pesticide or related agricultural product;

AGRICULTURAL PRODUCTS INSPECTOR (Continued)

OR

two (2) years of full time, paid employment in supervisory or technical production work, in the manufacture or regulation of medicated feed, fertilizer, or pesticide may be substituted for the required experience;

OR

one (1) year of study in a college, university, junior college, or business/technical school may be substituted for one (1) year of the required experience, provided that year included at least six (6) semester hours or the academic equivalent in the areas of agricultural technology, agricultural chemistry, chemistry, or closely related field, to a maximum of four (4) years.

Necessary Special Requirements. Must be in good health, willing to travel, and possess a valid Iowa driver's license.

Must be able to pass background check necessary for commissioning by the Food and Drug Administration as a Medicated Feed Mill Inspector.

I O W A ARCHITECT I

DEFINITION

Under general supervision, provides professional architectural services, performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Designs and prepares plans, drawings, and specifications for proposed buildings and related structures, and for additions to or renovations of existing buildings.

Develops master plans for rest areas to include roads, parking areas, and picnic areas.

Prepares construction drawings and specifications of floor plans, elevations, sections, and details for the construction or modification of buildings; designs and drafts planting plans for buildings and for roadside park layouts.

Makes field trips to inspect sites and rest areas, and to secure necessary measurements for design and preparation of preliminary drawings, plans, and specifications.

Makes field inspections of work in progress; prepares for approval by a professional superior, necessary change orders, drawings, and plans; maintains liaison with departmental officials, contractors, consulting architects, and others concerned with specific projects.

Prepares preliminary contracts or working drawings for all types of buildings covering general construction, heating, plumbing, electrical, water and sewer line profile for camp areas.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the principles and practices of architecture and of structural engineering.

Knowledge of modern building construction methods and materials.

Knowledge of current literature, trends, and developments in the field of architecture.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships with others.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from a college or university with major course work in architecture or architectural engineering.

OR

possession of a current certificate of registration as an architect as issued by the Iowa Board of Architectural Examiners.

ADOPTED: 7-1-69

REVISED: 10-1-73

CLASS CODE: 042

BANK EXAMINER I

DEFINITION

Under immediate supervision on a training basis, performs beginning level bank auditing work by examining business and financial records of state banks and trust companies for accountability to state banking laws and regulations; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Learns applicable banking laws and regulations through assigned readings in order to apply these laws and regulations to actual situations.

Conducts specific phases of the detail audit portion of the bank examination process by applying specific auditing techniques under close review of a higher level examiner in order to learn how to analyze accounts, verify accounting procedures and reconcile records related to banking, such as:

Counting teller's cash and cash in vault and assisting in the balancing of total cash including cash items, clearings, collection items and items in transit;

Preparing direct verification forms for the confirmation of loan and deposit accounts to assist in balancing records and ascertaining the authenticity and correctness of such accounts;

Reconciling accounts of bank with other correspondent banks upon receipt of statements of accounts;

Preparing analysis of income, expenses, recoveries, losses and net profits for comparison with prior years;

Preparing summary of insurance and fidelity coverage maintained by the banks;

Reading the minutes of shareholders and board of directors to determine if policies established for management of the bank are in conformance with appropriate laws and regulations.

KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the principles and practices of accounting and auditing; of the principles of business law; of the principles of business finance.

Ability to read, comprehend and apply appropriate state banking laws and regulations; to analyze and interpret bank accounting and financial data; to express ideas effectively, orally and in writing; to operate adding machines and calculators; to establish and maintain effective working relationships with fellow trainees, superiors and representatives of banks subject to examination; to type, not requiring the touch system, where accuracy rather than speed is important.

BANK EXAMINER I (Continued)

Availability for overnight travel in an assigned area of Iowa.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with a minimum of twelve (12) semester hours in accounting, money and banking, business administration, finance, or economics;

OR

an equivalent combination of education and experience substituting one (1) year of full time paid employment in preparing and maintaining or in auditing the financial and accounting records or as a loan officer for a bank, trust company, loan institution, credit union, governmental regulatory agency or accounting firm for each one (1) year of the required college or university education;

OR

an equivalent combination of education and experience substituting, on a year for year basis, satisfactory completion of a post high school curriculum in accounting, money and banking, business administration, finance, or economics at a recognized business or area school, junior college, or college for each year of experience.

BUDGET ANALYST I

DEFINITION

Under immediate to general supervision, performs a variety of procedural and technical duties to acquire competence in the methods, procedures, principles, theories and techniques of governmental budget analysis work; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Studies and is trained in the principles, laws and other requirements of State fiscal activities to further own understanding of budgeting process and fiscal management practices.

Assembles fiscal and accounting data for use in budgetary evaluations and cost analysis; maintains worksheets and records on projections and costs.

Examines reports on status of obligations, noting for attention of supervisor any trends or deviations.

Reviews portions of requests for funds, checking for internal consistency with original estimates and established allowances.

Confers and corresponds with departmental officials relative to budget requests and revisions.

Assists a higher level budget analyst or administrator in special research and cost projects or studies.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of professional accounting principles, theories, concepts and terms.

Ability to apply the principles, theories and concepts of professional accounting to governmental budget administration and fiscal management.

Ability to examine accounting and budgeting documents for completeness, accuracy and conformance with specific accounting and budgeting requirements.

Ability to abstract data from established documents, accounts and controls and prepare accurate reports.

Ability to establish and maintain effective working relationships with employees, supervisors and agency officials.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college with a minimum of twelve (12) semester hours in accounting;

OR

ADOPTED: 7-1-69

REVISED: 7-1-72

CLASS CODE: 00721

BUDGET ANALYST I (Continued)

an equivalent combination of education and experience, substituting one (1) year of full-time paid employment in responsible technical level budget analysis or fiscal management work for each year of the required education with a maximum substitution of four (4) years;

OR

an equivalent combination of education and experience, substituting on a year for year basis, the satisfactory completion of post high school education with coursework in an accounting or business curriculum at a recognized business or area school, junior college or college for each year of the required experience.

Desirable. Graduation from an accredited four (4) year college with major coursework in accounting or business administration.

CERTIFIED VOCATIONAL INSTRUCTOR

DEFINITION

This is advanced vocational education work in an institution.

DISTINGUISHING CHARACTERISTICS OF WORK

An employee of this class utilizes journeyman level vocational knowledge and skill in teaching a variety of vocational subjects in a program certified by the Iowa Department of Public Instruction. Supervision may be exercised over lower level vocational education employees. Work is performed independently within established policies and procedures, and is reviewed by superiors through conferences and reports.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Teaches a variety of vocational subjects in a certified program such as baking, cooking, meat cutting, machine shop, welding, auto mechanics and auto body, painting and decorating, vocational agriculture, landscaping, printing, journalism and construction trades.

Plans and outlines courses, prepares lesson plans, prepares and grades tests.

Advises students on individual problems relating to the vocational program.

Prepares necessary records and reports.

Performs related work as required.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school and three (3) years of work experience at the journeyman level in the vocation being taught.

Desirable. Graduation from college with major course work in vocational instruction.

NECESSARY SPECIAL QUALIFICATIONS

Certified as a vocational instructor by the Iowa Department of Public Instruction.

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I O W A

CHEMIST I

DEFINITION

Under immediate to general supervision, performs entry level professional scientific laboratory work of limited diversity and complexity examining and analyzing physical properties of matter to insure conformity with public health, consumer protection, or business standards or regulations; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Perform qualitative and quantitative chemical analysis on food, milk, feed, fertilizer, drugs, pesticides and highway materials to insure conformance with specifications and standards established by the agency, state or federal regulations using instrumentation such as infrared and ultra-violet spectrophotometry, chromatography, atomic absorption and written standards established for the examination.

Weights and calculates product samples to be used in the physical and chemical analysis using scales and/or measured volumetric containers.

Analyzes substances and compounds to determine composition, structure, chemical properties and the significance of these physical properties to the product.

Prepares standard solutions, chemical indicators and reagents for various tests of products under study using chemicals and laboratory equipment and supplies.

Tests food, fertilizer, pesticide, and highway construction materials to determine if the products meet standards relative to purity, quality and composition to insure compliance with governmental standards.

Calibrates and operates laboratory equipment to insure it is functioning properly and to specific data relating to the physical makeup of substances under analysis.

Performs microscopic analysis of food and dairy products, feeds and fertilizers to determine what particles of foreign matter are present or the physical properties of the substance being analyzed.

Attends staff meetings, maintains records and writes reports as required.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the methods and techniques of laboratory analysis.

Knowledge of the principles of chemicals and standard chemistry examinations.

Knowledge of technical report writing.

CHEMIST I (Continued)

Knowledge of standards, guidelines, laws and methods governing procedures utilized in the analysis of physical matter.

Some knowledge of laboratory equipment used in analysis.

Ability to establish and maintain effective working relationships with others.

Ability to learn new laboratory procedures and methods.

Ability to accurately follow oral and written instructions.

Ability to express thoughts and ideas clearly and concisely, either orally or in writing.

Ability to plan and coordinate a variety of laboratory assignments.

Skill in the use of laboratory equipment and chemicals.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with a degree in chemistry, biochemistry or a closely related chemical science;

OR

an equivalent combination of experience and education substituting one (1) year of full-time paid employment in a chemistry laboratory demonstrating the knowledges, abilities, and skills mentioned above for one (1) year of the required education, with the maximum substitution of four (4) years.

I O W A
CLAIMS SPECIALIST I

DEFINITION

Under immediate supervision on a training basis, examines, evaluates, and determines unemployment insurance eligibility benefits under appropriate employment security laws and regulations; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Learns what information to gather, how to obtain it, and how to utilize it in resolving claims' separation, availability, refusal of work and suitability of work issues.

Determines claimant eligibility on issues of separation, availability to work, refusal of work, and suitability of work as workload and experience permit.

Learns what information to gather, how to obtain it, and how to utilize it in resolving claims' timeliness, voluntary quits and misconduct issues.

Determines claimant eligibility on issues of timeliness, voluntary quits and misconduct as workload and experience permit.

Provides general information to claimants, individually or in groups, on the state unemployment insurance law and special programs provided by law, including unemployment insurance benefits for ex-servicemen and for federal employees, interstate benefit payments and wage combining arrangements, and subsistence payments during training.

Learns to recompute weekly and maximum benefits amounts because of removal of wage credits for non-monetary determinations, changes in dependence benefits status and correction of error or omission of wage record; may set up adjustments of over- and under-payments.

May travel to itinerant claims offices, if employed in an area claims office, assisting in claims-taking activities.

Corresponds with claimants and employers, as experience is gained, to obtain additional information on conflicting statements and may converse with employers and claimants coming to the Benefits Department or local office to obtain or correct information.

Prepares and maintains pertinent claims information on official forms and records.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of the social, economic, and labor condition affecting unemployment insurance programs.

Some knowledge of the general principles of economics and their relationship to a federal unemployment program.

Some knowledge of interviewing techniques, practices, and principles.

Ability to learn unemployment office procedures and the use of technical interviewing tools within a brief training period.

ADOPTED: 7-1-72

REVISED:

CLASS CODE: 00352
0040

CLAIMS SPECIALIST I (Continued)

Ability to deal tactfully, courteously, and effectively with claimants, employees, employers, and the public.

Ability to record and evaluate a variety of information and prepare reports.

Ability to communicate effectively, orally, and in writing.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school or G.E.D. and four (4) years of successful full-time paid employment in job interviewing, referral and/or placement, credit investigation, collection work or related public contact work obtaining, analyzing, and/or evaluating data;

OR

an equivalent combination of experience and education substituting thirty (30) semester hours or its equivalent of undergraduate course work at an accredited college or university for one (1) year of the required experience to a maximum substitution of four (4) years.

0840

CLIMATOLOGY ASSISTANT

DEFINITION

Under general supervision, performs archiving, quality control, analysis, and basic research of climatological and hydrological data provided by weather observers located throughout the state; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Receives temperature, precipitation and other weather data reports, daily, weekly, and monthly to furnish information required to prepare weather maps and develop reports for local, state and federal level parties.

Calculates and records temperature and precipitation data for the State of Iowa to determine the average and deviation from the normal temperature and precipitation for the nine state weather and crop reporting districts.

Prepares reports indicating weather information for interested parties and the National Weather Service.

Reviews and compares, monthly, weekly and daily reports to insure accuracy of observers in making their recordings.

Calculates growing degrees for corn for ten predetermined stations using an established formula to report departures from the average growing season.

Receives requests from the general public, business and government agencies for weather information from previous years.

Transfers weather data from monthly report to annual report to facilitate future research projects.

Calculates average temperature and precipitation on weekly and monthly reports to utilize the information in plotting maps and developing reports.

Records storm report data to be published by the National Weather Service, civil defense and insurance companies to utilize in their research.

Maintains records of tenure of service of weather service observers so that they are awarded tenure pins in recognition of faithful service.

Operates office equipment to publish weather data and research requests made.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of mathematics, mathematical formulas, and statistics.

Knowledge of office procedures and office equipment.

Knowledge of effective grammar, spelling, punctuation and sentence structure.

Some knowledge of climatology and climatology guidelines.

Some knowledge of the geography of the State of Iowa.

CLIMATOLOGY AIDE (Continued)

- Ability to communicate effectively with the public.
- Ability to read and correctly calculate data received.
- Ability to conduct research for climatology information.
- Ability to record weather information on maps.
- Ability to type reports, letters and statistical information.
- Skill in the use of office equipment.
- Skill in making mathematical computations.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Successful completion of high school or G.E.D. equivalent and four (4) years of progressively responsible office work experience involving mathematics and/or statistical work;

OR

an equivalent combination of education and experience, substituting on a year for year basis, post high school education in mathematics, statistics, climatology or meteorology to a maximum of four (4) years.

COMPUTER PROGRAMMER I

DEFINITION

Under immediate to general supervision, acquires the basic skills and techniques used in writing computer application programs and develops relatively routine programs; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Prepares input and output memory layouts and block diagrams to show the sequence of computations for the solution of business and statistical problems.

Makes minor changes in established programs to adapt them to new requirements.

Evaluates a coded program to ascertain if other combinations of instruction would achieve greater flexibility, increased machine utilization, or more dependable results.

Observes or runs tests of a coded program on a computer using actual or sample input data; corrects program errors by altering program steps and sequence.

Assists in designing cards or forms to be used as output.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of data processing theory.

Some knowledge of computer programming techniques.

Ability to learn and to apply basic computer programming skills and techniques.

Ability to analyze programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. One (1) year of general data processing experience;

OR

successful completion of an approved one (1) year curriculum or training course in data processing which included coursework in computer programming;

OR

two (2) years of general college or university coursework (30 semester or equivalent hours substitute for six (6) months of the specified data processing experience or training).

FOR PROMOTIONAL PURPOSES ONLY

Nine (9) months of general data processing experience within the employing agency will be considered qualifying.

I O W A

COMPUTER PROGRAMMER II

DEFINITION

Under general supervision, develops appropriate application programs for the solution of business, statistical, engineering or related problems to be processed on an electronic computer; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Plans and develops detailed programming procedures and instructions for converting a specific problem to a logical sequence of computer operations; establishes proper coding for conversion of data.

Analyzes, modifies, and revises established programs, to adapt to changes in needs and requirements of the agency.

Develops and applies cross-checks and other types of testing media; traces various computer phases; determines adequacy and validity of new or modified programs.

Analyzes test results with computer operators to detect technical programming errors, to isolate factors causing abnormal behavior of machine, to determine reasons for malfunctioning.

Prepares written instructions to guide operating personnel during production runs; compiles documentation of program development and subsequent revisions.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of data processing theory.

Knowledge of computer programming techniques.

Knowledge of an appropriate programming language as required by the appointing agency (such as COBOL, BAL, FORTRAN, PL-1, and/or Assembler).

As required in some positions, some knowledge of business, statistical, accounting, and/or engineering theories, methods, and practices as applied to work assignments in the appointing agency.

Ability to analyze programming problems and develop satisfactory solutions.

Ability to write machine instructions in at least one language with a minimum amount of errors.

Ability to establish and maintain effective working relations as necessitated by work assignments.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Two (2) years of experience developing and maintaining computer programs;

OR

ADOPTED: 7-1-69

REVISED: 8-1-74

CLASS CODE: 00151

COMPUTER PROGRAMMER II (Continued)

successful completion of an approved two (2) year curriculum or training course in computer programming;

OR

four (4) years of general college or university coursework (30 semester or equivalent hours substitute for six (6) months of the specified computer programming experience or training).

FOR PROMOTIONAL PURPOSES ONLY

One (1) year of experience as a Computer Programmer I will be considered qualifying.

NOTE: At the written request of the appointing authority and with Merit Employment Department approval, specialized computer programming training and/or experience may be required for designated positions.

I O W A

CORRECTIONAL COUNSELOR I

DEFINITION

Under immediate to general supervision, learns general correctional and specific institutional philosophies and programs in order to provide meaningful counseling services to residents; provides individual and group counseling services to clients in the areas of social, emotional, educational and vocational planning and adjustment; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Learns general correctional and specific institutional philosophies and programs in order to provide meaningful counseling services to clients.

Utilizes counseling techniques, principles and practices learned in developing suitable plans which are designed to assist residents in problems relating to vocational, behavioral and social adjustment.

Interviews newly admitted residents, obtains and reviews all pertinent records and reports including probationary reports, criminal records and information concerning family, education, employment, health and other personal matters; assesses personal individual needs, capacities, educational level, family circumstances, behavioral problems and aspirations.

Prepares and presents case analyses, recommending education, vocational training or work programs as appropriate; screens the list of persons with whom the prisoner wishes correspondence or visitation privileges to remove undesirables and verify claimed relationships.

Prepares continuing evaluation reports of individual's overall progress and adjustment to correctional programs; assists residents in developing insights relative to problems encountered and their resolution.

Utilizes social case study reports, psychometric measurements, psychological evaluations and psychiatric appraisals and recommendations in counseling residents and providing treatment services.

Participates in the preparation of plans for improved guidance and counseling services; prepares for periodic review by treatment staff periodic reports relative to individual's progress and response to treatment.

Corresponds and visits with past and prospective employers, lawyers, friends and/or relatives to obtain information which is utilized in planning and implementing specific goals and objectives.

Maintains casefiles which include medical, employment, educational, behavioral and vocational information; summarizes this data in report form and through staff conferences and meetings exchanges salient data with other involved disciplines.

CORRECTIONAL COUNSELOR I (Continued)

KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of general sociological and psychological factors affecting human behavior.

Some knowledge of interviewing techniques and procedures.

Some knowledge of guidance and counseling principles and practices.

Some knowledge of the standard sources of occupational information such as the Dictionary of Occupational Titles, Occupational Outlook Handbook.

Ability to integrate the education, vocational training, recreational, religious and related program components into a total development and treatment plan for the individual.

Ability to prepare comprehensive evaluations and to develop tentative recommendations for placement within established correctional programs.

Ability to relate and integrate guidance and counseling services and functions with other professional disciplines and to serve as a member of the treatment staff.

Ability to establish and maintain personal contacts with residents, concerned individuals, groups and agencies.

Ability to exercise a high degree of patience, tact and empathy in counseling.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Minimum. Requires knowledge, skill and mental development equivalent to successful completion of four years of college with major coursework in the social or behavioral sciences.

CORRECTIONAL OFFICER II

DEFINITION

Under general supervision, performs responsible security and rehabilitation work dealing with men committed to the state's correctional institutions; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Supervises inmates activity in a cellhouse, dormitory or camp area, work detail, dining area, recreational activity.

Inspects cellhouses, grounds and work areas for cleanliness and order; maintains surveillance of various areas, responds to unusual occurrences which might signal a disturbance.

Escorts inmates to and from assignments, checks keys, locks and related security apparatuses to determine functionality.

Provides a positive rehabilitative influence, through example and through contact with inmates and participation in the rehabilitative programs of the institution.

Accompanies inmates on outside trips to hospitals, courts, and on special work details; searches all inmates and vehicles entering and leaving the institution.

Quells disturbances, breaks up altercations between inmates; conducts periodic shakedowns and counts; assists with the apprehension of escapes.

Writes reports on infractions of the rules, attends staff conferences and committee meetings.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the purposes and functions of a correctional institution.

Knowledge of the methods and techniques used in restraining individuals and in controlling inmate movement.

Some knowledge of modern rehabilitation principles and techniques.

Some knowledge of the assembly of data and the preparation and maintenance of records and reports.

Ability to perform effectively in a correctional setting.

Ability to understand and execute written and oral instructions.

Ability to exercise supervisory control over those committed to a correctional institution.

Ability to establish and maintain effective working relationships with all institution personnel.

Skill in the use of firearms and other restraints.

CORRECTIONAL OFFICER II (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from a standard four (4) year high school or the G.E.D. equivalent and one (1) year of experience as a Correctional Officer I;

OR

additional experience as a Correctional Officer or in law enforcement, military service, or related fields may be substituted for the required education on a year-for-year basis to a maximum of four (4) years.

Desirable. Graduation from a four (4) year college or university.

CORRECTIONAL OFFICER III

DEFINITION

Under general supervision, performs advanced security and rehabilitation work dealing with men committed to the state's correctional institutions; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Supervises the operations of a specialized area such as a laundry, hospital, or industries shop requiring some technical as well as correctional skills and knowledges.

Coordinates the activities of a treatment unit; assists in the planning, organizing, and supervising of recreational activities and treatment functions.

Supervises inmates assigned to a specialty area or industries shop; instructs and trains inmates in the proper performance of their duties; assumes responsibility for their security and behavior.

Conducts periodic counts and shakedowns; conducts inspections of premises designed to eliminate the flow of contraband; maintains order, is alert for unusual occurrences which might signal a disturbance.

Operates the control center radio; handles radio communications between the correctional institution and other law enforcement agencies.

Patrols yard, grounds, and buildings to observe inmate behavior. Takes action as appropriate if any irregularities are observed; supervises a small group of subordinate correctional officers.

Attends staff conferences and committee meetings; maintains records and prepares reports as required.

KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the purposes and functions of a modern correctional institution.

Considerable knowledge of the methods and techniques used in the maintenance of security and the rehabilitation of offenders.

Knowledge of the preparation and maintenance of records and reports.

Some knowledge of human behavior.

Some knowledge of informal counseling and guidance techniques.

Ability to function effectively in a correctional setting.

Ability to understand and execute written and oral instructions.

Ability to plan and organize the activities of a specialty area or treatment unit.

CORRECTIONAL OFFICER III (Continued)

Ability to exercise supervisory control over subordinates.
Ability to establish and maintain effective working relationships with all institution personnel.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from a standard four (4) year high school or the G.E.D. equivalent and two (2) years of experience as a Correctional Officer;

OR

additional experience as a Correctional Officer or in law enforcement, military service, or related fields may be substituted for the required education on a year-for-year basis to a maximum of four (4) years;

OR

college level coursework in penology, police science or social science may be substituted for the required experience on a month-for-month basis to a maximum of twenty four (24) months.

Desirable. A B.A. degree from an accredited college or university in penology, police science, or social science.

CREDIT UNION EXAMINER I

DEFINITION

Under immediate supervision on a training basis, performs beginning level auditing work by examining the records and financial statements of state chartered credit unions for accountability to state laws and regulations; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Learns applicable credit union laws and regulations through assigned readings in order to apply these laws and regulations to actual situations.

Conducts specific phases of the detail audit portion of the examination process by applying specific auditing techniques under close review of a higher level examiner in order to learn how to analyze accounts, verify accounting procedures and reconcile records such as:

Verifying cash and other debits or credits which are not posted; listing individual ledger accounts; reconciling statements; examining and verifying investments and securities.

Examining investment schedules, mortgages, insurance, and security bonds, employee accounts, and other liabilities and credit union practices.

Reconciling bank accounts.

Examining all loans and security and preparing a listing of loans that are delinquent or inadequately secured.

Preparing schedules and reports covering examinations conducted.

KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the principles and practices of accounting and auditing; of the principles of business law; of the principles of business finance.

Ability to read, comprehend and apply appropriate state credit union laws and regulations; to analyze and interpret credit union accounting and financial data; to express ideas effectively, orally and in writing; to operate adding machines and calculators; to establish and maintain effective working relationships with fellow trainees, superiors and representatives of credit unions subject to examination; to type, not requiring the touch system, where accuracy rather than speed is important.

Availability for overnight travel in an assigned area of Iowa.

ADOPTED: 10-69

REVISED: 10-16-72

CLASS CODE: 00420

CREDIT UNION EXAMINER I (Continued)

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with a minimum of twelve (12) semester hours in accounting, money and banking, business administration, finance, or economics;

OR

an equivalent combination of education and experience substituting one (1) year of full time paid employment in preparing and maintaining, or in auditing, the financial and accounting records, or as a loan officer for a bank, trust company, loan institution, credit union, governmental regulatory agency or accounting firm for each one (1) year of the required college or university education;

OR

an equivalent combination of education and experience substituting, on a year for year basis, satisfactory completion of a post high school curriculum in accounting, money and banking, business administration, finance, or economics at a recognized business or area school, junior college, or college for each year of experience.

CRIMINAL ANALYST

DEFINITION

Under general supervision, analyzes and evaluates intelligence material received by the Bureau of Criminal Investigation from external and internal sources for the purpose of coordinating the investigation work of the division and the dissemination of pertinent information to the staff and other law enforcement agencies; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Analyzes and evaluates intelligence reports submitted by field agents in order to determine patterns, recurring events, identities and activities of criminal groups and members, etc.

Writes reports to summarize findings of intelligence gathered by field investigators for review by officials of the Division.

Informs and coordinates activities of field investigators involved in different investigations; but activities, events, and incidents correlate to assist them in the successful completion of their investigations.

Prepares and submits for dissemination intelligence materials that may be of value to other divisions of the agency or other law enforcement groups for the purpose of suppression of crime.

Reads, evaluates, and analyzes materials received from external sources and summarizes data in reports to concerned parties in the division for their evaluation.

Establishes and maintains a filing system of intelligence material to facilitate later retrieval and review.

Conducts oral briefings to gather intelligence data to facilitate dissemination of pertinent facts or on activities of the division.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of English, grammar, spelling, and mathematics.

Knowledge of modern office practices and procedures to include the use of office machines and equipment.

Some knowledge of the agency's policies, methods, and procedures.

Working knowledge of criminal investigation work in the field.

Ability to plan and organize assigned work.

Ability to read and comprehend pertinent facts at a high rate of speed.

Ability to recall pertinent facts obtained in research of criminal investigation materials.

Ability to communicate effectively orally and in writing.

Ability to prepare statistical tabulations, charts, graphs, and reports.

Ability to establish and maintain effective working relationships.

CRIMINAL ANALYST (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university shall be considered as qualifying;

OR

an equivalent combination of experience and education, substituting on a year-for-year basis study in the field of criminalistics at an area community college for the required college education to a maximum accumulation of two (2) years;

OR

an equivalent combination of experience and education, substituting one (1) year of full-time, paid employment as a crime scene investigator utilizing the knowledges, abilities, and skills mentioned above for one (1) year of the required education, with a maximum substitution of four (4) years.

NOTE: Applicants must be prepared to undergo an intensive background security check.

I O W A
CRIMINALIST I

DEFINITION

Under immediate supervision, in a training capacity collects and preserves evidence and performs scientific analysis of physical materials in the investigation of crimes in the State Bureau of Criminal Investigation Criminalistics Laboratory; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Learns drug and alcohol analysis techniques and procedures in order to develop proficiency and independent activity using literature, the experiences of others, federal training programs and personal work experience.

Learns hair, fiber and physiological body fluids test techniques and procedures in order to develop proficiency using literature, experience of others, and personal work experiences.

Attends court in order to observe expert testimony practices and learn court room procedures.

Learns chemistry and physical analysis techniques and procedures in the investigation of paint, glass, metal, soil, flammable liquids, incendiary devices, bomb contents, fired bullets, cartridge cases, distance determinations, firearm discharges and residues, blood, urine, body fluids and tissues.

Presents testimony or written reports to a grand jury, preliminary hearings, or court trials in order to interpret and present evidence and defend test results using work aides such as models, graphs, and photographs.

Collects physical materials at the scene of a crime to preserve and document it for eventual identification purposes in a criminal investigation.

Identifies and compares fingerprints, footwear, tire treads, serial numbers, foot-palm impressions in order to identify persons or materials used in criminal activities.

Learns the techniques of document analysis and firearms identification to develop proficiency and independent activity using literature, experience of others, federal training programs, and personal work experiences.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of chemistry, bio-chemistry, biology and physics as they relate to analysis of physical matter in a crime laboratory.

Knowledge of chemical and physical analysis instrumentation and its uses in a laboratory.

Knowledge of the physical characteristics of paint, glass, metal, soil, flammable materials, incendiary devices, bomb

ADOPTED: 2/12/74

REVISED:

CLASS CODE: 06020

CRIMINALIST I (Continued)

contents, fingerprints, footwear, tire treads, serial numbers, finger-foot-palm impressions, blood, urine, and body fluids and tissues.

Knowledge of methods used to illustrate information to develop reports and support testimony in criminal investigations.

Knowledge of tools, their uses, and probable impressions they make.

Knowledge of the basics, principles, and safe handling of firearms.

Ability to communicate effectively both orally and in writing.

Ability to maintain composure while under cross-examination as regards scientific and personal qualifications.

Ability to distinguish sizes, shapes, and colors.

Ability to observe and record reaction during an analysis and draw logical conclusions.

Ability to operate laboratory equipment.

Ability to read technical and/or scientific literature, to visually follow the activities of others, follow instructions, and to learn.

Skill in the operation of laboratory equipment and in the use of chemicals.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with a degree in a physical or natural laboratory science such as forensic Science, chemistry, biology, physics or closely related science.

I O W A

DAIRY PRODUCTS INSPECTOR

DEFINITION

Under general supervision, inspects facilities and equipment used in the production, processing, manufacture and storage of dairy products to insure compliance with sanitation and related laws regulating the dairy industry; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Inspects creameries, dairies and milk receiving stations as well as cheese, ice cream and powdered milk plants to insure compliance with laws regulating the production, processing and storage of milk and milk products.

Inspects equipment used in the production, processing and storage of milk and milk products to insure adequate sanitation.

Collects samples of milk and milk products for bacterial and content analysis; explains results to appropriate plant personnel.

Inspects dairy farms producing grade "A" milk to insure adequate facilities and compliance with production regulations.

Prepares inspection reports and maintains records as required.

Administers examinations for milk and cream grading and babcock testing licenses.

Cooperates with federal and state health officials in the rating of milk sheds and the inspection of Iowa dairies or dairy products plants engaged in interstate commerce.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the equipment, methods, and procedures used in the production, processing, transportation, storage, and sale of dairy products.

Knowledge of the U.S. Public Health Ordinance and Iowa Dairy Laws.

Some knowledge of sanitary inspection procedures and techniques.

Ability to establish and maintain effective work relationships with the public.

Ability to communicate effectively orally and in writing.

Ability to read and interpret building and equipment blueprints.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school or G.E.D. equivalent and four (4) years of full-time, paid employment in a dairy or dairy products plant involved in dairy production; examples of which are: production supervisor, production worker, technical

ADOPTED: 12/20/71

REVISED: 4/4/73

CLASS CODE: 05112

DAIRY PRODUCTS INSPECTOR (Continued)

sales of dairy plant equipment, quality control inspection, or other work relating to the processing and/or manufacturing of milk or milk products;

OR

successful completion of one (1) year of study in a college, university, junior college, or business/technical school with major emphasis in dairy or food technology, bacteriology, animal science or closely related science may be substituted for each year of the required experience to a maximum of four (4) years.

NECESSARY SPECIAL REQUIREMENTS: Must be in good health, willing to travel extensively and possess a valid Iowa driver's license.

DRUG INVESTIGATOR I

DEFINITION OF WORK

Under general supervision conducts field investigations and inspections of varied pharmaceutical facilities in order to insure compliance with controlled substance laws and regulations; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Reviews and examines records of drug purchase receipts and disbursement; inspects drug storage safeguards under the provisions of the Controlled Substances Act and regulations; checks inventories, records, storage methods, and safety measures.

Investigates and conducts routine and in-depth accountabilities of registrants who manufacture, distribute or dispense controlled substances.

Investigates reports of drug diversion, illegal purchase, sales, possession or use of controlled substances; observes activities of drug dependent persons suspected of acts of subterfuge to illegally obtain controlled substances; and secures evidence.

Investigates the loss, theft, or forgery of controlled substances.

Provides investigative information or administrative warrants, and testifies in court in the prosecution of violators.

Maintains cooperative working relationships with federal, state, and local law enforcement officers.

Prepares necessary records and reports.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of auditing, accounting, inventory control and/or materials management.

Some knowledge of investigative methods and techniques.

Some knowledge of the legal provisions concerning the collection and admission of evidence.

Some knowledge of interviewing techniques.

Ability to observe and record facts clearly and accurately.

Ability to establish and maintain effective work relationships with others.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Eight (8) years of full-time paid employment involving either maintaining, auditing, surveying or investigating pharmaceutical or closely related accounts or inventory;

OR

ADOPTED: 7/1/69

REVISED: 4/22/73

CLASS CODE: 06045

DRUG INVESTIGATOR I (Continued)

high school graduation or G.E.D. and four (4) years of the above work experience;

OR

graduation from an accredited four (4) year college or university;

OR

an equivalent combination of any of the above education and/or work experience;

NOTE: At the written request of the appointing authority and with Merit Employment approval, specialized training and/or experience (i.e., drug audit, inventory, management and/or control experience) may be required.

I O W A

EMPLOYER LIABILITY AUDITOR I

DEFINITION

Under immediate supervision, on a training basis, performs auditing work in determining employer status and liability under Iowa Employment Security Law; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Visits employers' offices to investigate and determine their status under the Iowa Employment Security Law. Explains employer responsibilities. Answers employers' questions. Explains preparation of required forms and reports.

Makes similar visits to state, county, and municipal departments to investigate and determine their status under the Iowa Public Employees Retirement System Law and participation in the Federal Old Age and Benefit Program. Explains responsibilities under the programs, tax rates, submission of forms, etc.

Investigates changes in ownership to determine eligibility of successor employer for transfer of experience rating and to up-date and correct commission records.

Investigates employer complaints on benefit charges. Investigates benefit claims when claimant and employer do not agree on wages reported.

Audits employers' records for omission of wage records, fraudulent or incorrect reporting.

Secures delinquent contribution and wage reports. Collects delinquent contributions and penalties. Investigates delinquent employers' financial ability to pay. Recommends filing of liens, jeopardy assessments and distress warrants when appropriate.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of the social, economic, and labor conditions affecting unemployment insurance programs.

Some knowledge of basic accounting techniques and principles.

Some knowledge of modern office accounting practices, procedures, and equipment.

Some knowledge of the principles of contract law.

Ability to learn auditing procedures and techniques within a brief training period.

Ability to deal tactfully, courteously, and effectively with employers, employees, and the general public.

Ability to express ideas effectively, orally and in writing.

Ability to record and evaluate a variety of information and prepare reports.

ADOPTED: 7/1/69

REVISED: 7-26-71

CLASS CODE: 0881

EMPLOYER LIABILITY AUDITOR I (continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from a four (4) year accredited college or university supplemented by four (4) semester hours of accounting course work;

OR

an equivalent combination of education and experience substituting one (1) year of auditing, tax accounting or related experience for one (1) year of the required minimum education (to a maximum of four (4) years);

OR

an equivalent combination of education and experience substituting one (1) year of auditing, tax accounting or related experience for four (4) semester hours of the required course work.

0881

I O W A
EMPLOYMENT COUNSELOR I

DEFINITION

Under immediate to general supervision, counsels individuals in problem areas related to the individual's employability; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Counsels referred individuals to determine and aid in the resolution of their problems relative to employment.

Evaluates applicant vocational potential through aptitude and/or psychological testing and applicant biographical information.

Counsels and assists applicants in forming realistic vocational goals.

Places job-ready counselees in job opportunities in the community.

Refers "hard core" counselees to appropriate community resources to improve employability.

Maintains case records and follow-up reports to document applicant progress toward vocational adjustment.

Attends staff and professional conferences and meetings.

KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of counseling techniques and procedures.

Some knowledge of interviewing techniques and procedures.

Some knowledge of general sociological and psychological factors governing human behavior.

Ability to identify and evaluate factors contributing to applicant unemployability.

Ability to effectively utilize aptitude and/or psychological test results as an aid to applicant appraisal.

Ability to quickly assimilate basic applicant placement and job development techniques.

Ability to quickly develop and maintain rapport with applicants from a wide range of socio-economic and cultural backgrounds.

Ability to maintain records and prepare reports as required.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school or G.E.D. equivalent and five (5) years of full-time paid employment in vocational counseling or placement work;

OR

graduation from an accredited four (4) year college or university and one (1) year of full-time paid employment in vocational counseling or placement work;

ADOPTED: 9-69

REVISED: 8-12-74

CLASS CODE: 00810

EMPLOYMENT COUNSELOR I (Continued)

OR

graduation from an accredited four (4) year college or university including or supplemented by fifteen (15) semester hours or its academic equivalent of college course work directly related to vocational guidance or counselor preparation (i.e., Abnormal Psychology, Social Interaction, Social Work Practices, Brain Function and Learning, Educational Statistics, Child Development, Principles of Guidance, etc.);

OR

any equivalent combination of the above education and experience.

FOR PROMOTIONAL PURPOSES ONLY

An employee with a total of twenty-seven (27) months of successful full-time paid employment as a Manpower Aide II with the Iowa Employment Security Commission will be considered as qualifying;

OR

an employee with a total of nine (9) months of successful full-time paid employment as a Manpower Specialist I with the Iowa Employment Security Commission will be considered as qualifying.

I O W A

ENVIRONMENTAL ENGINEER I

DEFINITION

Under immediate supervision, performs entry level professional environmental engineering work in a statewide environmental control program; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Assists in one or more of the environmental engineering programs.

Makes engineering field investigations of various projects related to air pollution, liquid and solid waste management, ionizing radiation, housing, water supply, occupational health, swimming pool operation, or waste treatment facility construction grants.

Compiles statistics, charts and tables on findings; assists in interpreting findings, or assists in preparation of reports and correspondence.

Confers with and provides technical assistance to local boards of health, municipal officials, industry officials and the general public to help alleviate environmental health hazards.

Collects specimens and samples for tests and analyses.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of principles of environmental health engineering and the fundamentals of biology, chemistry and physics as related to environmental engineering.

Some knowledge of prevention and control of conditions which may adversely affect the human or natural environment.

Ability to organize engineering and technical data and to present data and conclusions clearly and concisely both orally and in written reports.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited college or university with a Bachelor's degree in engineering.

Selective certification may be made from eligibles specifically qualified through graduation from an accredited four year college or university with a Bachelor's degree in environmental, sanitary, civil, chemical, mechanical, industrial, agricultural or public health engineering.

I O W A

ENVIRONMENTAL SPECIALIST I

DEFINITION

Under immediate to general supervision on a training basis performs beginning level professional work in an environmental control program such as Air Quality, Water Quality, Water Supply, Solid Waste Disposal, Chemical Technology, or in another closely related program; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Assists in conducting investigations of obvious and/or potential sources of environmental pollution problems, to determine the degree of compliance with the appropriate standards, rules, and laws.

Assists in collecting samples for testing and analysis.

Receives analysis from the State Hygienic Laboratory and records the results.

Compiles statistics from analyses and assists in the preparation of scientific reports and correspondence.

Assists in providing technical assistance in a specific environmental program area to local boards of health, public and industrial officials, and the general public to facilitate compliance with environmental regulations.

Performs visible emissions evaluations.

Assists in the designing and/or modifying of equipment and/or methods for sample and data collection.

Attends training sessions and environmental protection meetings.

Maintains records of work activities.

Testifies at hearings and in court.

KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles of natural science as related to environmental control.

Some knowledge of current principles and techniques of environmental control.

Some knowledge of technical terminology used in environmental control.

Some knowledge of basic procedures utilized in sampling and related data collection.

Ability to establish and maintain effective working relations with public officials, private businessmen, and the general public.

Ability to communicate effectively orally and in writing.

Ability to maintain records and prepare reports as required.

Ability to perform statistical computations.

Ability to understand and interpret pollution control laws, rules, and regulations.

ENVIRONMENTAL SPECIALIST I (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school or G.E.D. equivalent and four (4) years of full-time, technical employment in an environmental control program;

OR

thirty (30) semester hours or the academic equivalent, from an accredited college, junior college or university, with at least six (6) semester hours in a physical or biological science, or mathematics, may be substituted for each year of experience to a maximum of four years.

FOR PROMOTIONAL PURPOSES ONLY

Two (2) years as an Environmental Technician with the Department of Environmental Quality will be considered as qualifying.

Note: At the written request of the appointing authority and with the approval of the Iowa Merit Employment Department, specific educational and/or experience backgrounds may be required for designated positions.

EQUAL EMPLOYMENT OPPORTUNITY TECHNICIAN

DEFINITION

Under general supervision, performs technical field investigative work in enforcing state and federal laws in the area of equal employment opportunity; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Conducts in-depth field audits to insure compliance with equal employment opportunity regulations by contractors.

Prepares reports of field audits and recommends remedial action in cases of noncompliance.

Advises contractors of changes in pertinent legislation and assists them in establishing employment programs which comply.

Performs follow-up audits to determine if contractors have taken appropriate remedial action.

Reviews investigation reports for completeness and correctness of data, information, conclusions and recommendations; makes recommendations to the Director and Commission for proper action.

Investigates claims of discriminatory employment practices.

Assists in developing forms and procedures necessary to the efficient operation of the equal employment opportunity section.

Prepares a variety of materials and reports in the assigned specialty.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of state and federal legislation, regulations and case decisions in the field of civil rights and equal employment opportunity.

Some knowledge of labor unions, trends and movements.

Some knowledge of the current trends and developments in equal opportunity employment.

Some knowledge of equal employment opportunity legislation and related policies and procedures.

Ability to understand the mode of operations of contractors who deal with the using agency.

Ability to meet resistance and handle complaints in a tactful manner.

Ability to understand and relate equal employment opportunity legislation and related policies and procedures.

Ability to maintain liaison with minority groups.

ADOPTED: 1-70

REVISED: 6-1-73

CLASS CODE: 03312

EQUAL EMPLOYMENT OPPORTUNITY TECHNICIAN (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum: Graduation from an accredited four year college or university;

OR

an equivalent combination of education and experience substituting one (1) year of full time paid employment involving contact with the public requiring tact and persuasion where the rights and responsibilities of citizens are concerned and where municipal, state or federal governmental statutes, rules and regulations relating to employment practices or compliance fields are explained, interpreted and enforced for each year of the required education.

FIELD AUDITOR I

DEFINITION

Under immediate to general supervision, performs audits of financial records in the field; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Audits and analyzes the accounting practices and the records of receipts and expenditures in state departments and various administrative divisions and subdivisions and prepares audit reports for review by higher level auditors.

Periodically reconciles equipment inventory records with equipment on hand.

Interprets and explains controlling laws and regulations affecting the operations of organizations being audited.

Audits the fiscal records in an operating department and suggests methods to improve records.

Discusses recommendations and exceptions, if any, with the administrative personnel of the claimant involved upon completion of the physical audit.

Performs a preliminary review of the contracts approved, contract specifications, contract estimates as opposed to the final billing received.

Conducts correspondence relating to field work and prepares necessary reports thereon.

Conducts desk audits according to predetermined guidelines and methods.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of accepted accounting principles and procedures.

Knowledge of auditing principles and procedures.

Some knowledge of uniform accounting systems prescribed for the agency of employment.

Some knowledge of business law and laws relating to the agency of employment.

Ability to apply general accounting and auditing principles and procedures.

Ability to prepare clear, complete and concise reports.

Ability to speak and write effectively.

Ability to establish and maintain effective working relationships with others.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college with a minimum of twelve (12) semester hours in accounting,

ADOPTED: 7/1/69

REVISED: 8-6-71

CLASS CODE: 0326

Field Auditor I (continued)

an equivalent combination of education and experience, substituting one (1) year of full-time paid employment in auditing or accounting work involving the preparation or analysis of financial statements for each year of the required education with a maximum substitution of four (4) years on year for year basis.

FISHERIES BIOLOGIST I

DEFINITION

Under general supervision, performs beginning level professional fisheries research and/or management work within a small geographical or ecological area; supervises lower level conservation personnel; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Conducts assigned lake and stream surveys of either a research or management nature to ascertain quantity, quality, type of fish in area, feed, availability and improvements needed. Determines what surveyed area needs to be improved and proceeds to make improvements.

Conducts assigned research studies, collects samples of lakes and streams to determine water conditions; assembles and organizes data, analyzes all data and prepares detailed report on findings and recommends solution.

Plans and supervises fish hatching activities, schedules work, and operates hatchery.

Draws up a "sub-district" management plan based on the results of surveys conducted and creel collected information.

Prepares technical reports on research or management activities and projects and submits to superiors along with management recommendations.

Schedules and distributes fish within guidelines of state fish management plan. Investigates fish kills and stream pollution problems by collecting and studying water samples, and interviewing people living in the area.

Studies the feasibility of lake and stream alteration as it pertains to desirable specie adaptability.

Advises owners of surrounding farm ponds as to proper fish management techniques.

Directs district fish management program or major research project in absence of Fisheries Biologist II.

Supervises one or more conservation technicians and/or workers, and prison labor.

Surveys aquatic plant and animal populations by sampling fish, plankton and zooplankton to relate their population to fish population variety and fishing success.

Uses and supervises the use of water chemistry equipment to determine dissolved oxygen, carbon dioxide and other water quality parameters.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of professional fisheries principles and practices.

Some knowledge of the principles and practices of supervision.

Some knowledge of the use of technical and specialized equipment and tools used in fisheries work.

ADOPTED: 11/16/71

REVISED: 2/1/73

CLASS CODE: 05312

FISHERIES BIOLOGIST I (Continued)

Some knowledge of the departmental policies, procedures, and regulations of the Iowa Conservation Commission pertaining to fisheries practices.

Some knowledge of conservation practices required in Iowa.
Ability to express ideas effectively orally and in writing.
Ability to make decisions based on available data and facts.
Ability to deal tactfully with the public.
Ability to withstand strenuous physical work.
Ability to work outside under all types of conditions.
Ability to withstand physical outdoor work.
Skill in the operation of manual mechanical tools and equipment used in fisheries work.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with major course work in the biological sciences including a minimum of nine (9) semester hours of course work in fisheries biology.

FOR PROMOTIONAL PURPOSES ONLY

Two (2) years of experience as a Conservation Technician assigned to the Fisheries Section of the Iowa Conservation Commission will be considered as qualifying.

I O W A

FOOD PRODUCTION SUPERVISOR

DEFINITION

Under general supervision, performs supervisory work in one or more areas of a food service program; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Supervises one or more areas of a food service program at a state institution.

Supervises food service workers, cooks, bakers, butchers, ingredient room personnel, and residents in the production of food for the institution; establishes work schedules, trains new employees; checks employees in food preparation.

Supervises and instructs resident personnel in the skills of food service work.

Checks and reports any malfunctions in equipment.

KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the methods used in volume food production work.

Knowledge of departmental policies, procedures, and regulations.

Knowledge of the basic principles of supervision.

Some knowledge of all areas of food service work.

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

Ability to express ideas orally and in writing.

Ability to establish and maintain effective working relations with institutional employees.

Ability to maintain food production records.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school and four (4) years of full-time paid food service experience, two (2) years of which were at a supervisory level in food preparation or food service work in a commercial, military, or institutional setting;

OR

any equivalent combination of experience and education, substituting one (1) year of general qualifying experience in food service work, but not the required supervisory experience, for each year of the required education, with a maximum substitution of four years;

OR

any equivalent combination of experience and education, substituting one (1) year of college work in dietetics, nutrition,

ADOPTED: 7-1-69

REVISED: 11-16-71

CLASS CODE: 7235

FOOD PRODUCTION SUPERVISOR (Continued)

food management, or a closely related area for each year of the required experience with a maximum substitution of four (4) years.

FOR PROMOTIONAL PURPOSES ONLY

Eighteen (18) months of experience as a Cook II, Baker II, Meatcutter II, Ingredient Room Worker II, or Food Services Supervisor shall be considered as qualifying.

7235

I O W A

FORESTER I

DEFINITION

Under immediate to general supervision on a training basis performs professional forest management work within an area of several counties of the state; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Under direction, advises private woodland owners on all phases of timber management. Examines, selects, marks, and determines volume of timber for removal from state and privately owned land in accordance with recognized cultural practices and assists in the formulation of forest management plans. Helps identify damaging forest insects and diseases and advises methods of control.

Assists in a fire prevention program, attends firemen's meetings, shows fire prevention and information films, keeps up-to-date fire suppression plans for wild fires on state areas.

Learns to assist other agencies with forestry related problems, gives assistance to conservation officers and wildlife biologists on forestry items.

Becomes acquainted with general office procedures including correspondence, prepares budgets for the assigned area of management, supervises expenditures, and prepares monthly reports.

Learns to assist private woodland owners with sale of trees to commercial companies. Assists in technical inspection for the Federal cost-sharing programs to private lands by the Agriculture Stabilization and Conservation Service.

Learns to assist the Soil Conservation Service with woodland management phases of general farm plans and land use coordination.

Under direction, advises landowners on tree planting and places orders for nursery stock.

Represents Conservation Commission interests in the counties served. Gives talks to service clubs, prepares articles for newspapers, and does radio interview shows to promote the wise use of the state's forest resources.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of professional forestry principles.

Some knowledge of the use of technical and specialized equipment and tools used in forestry work, and the safety precautions necessary to the work.

Ability to express ideas effectively, orally and in writing.

Ability to use tact and courtesy in handling difficult matters and in dealing with the public.

Ability to make decisions based on research and management data.

FORESTER I (Continued)

Ability to work out-of-doors under all types of conditions and to withstand physically demanding work.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with major course work in forestry.

I O W A

GEOLOGIST I

DEFINITION

Under general supervision, performs routine professional and technical field and laboratory work in evaluating the geological characteristics of earth materials; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Assists a professional superior in selectively analyzing aggregate and well drilled core samples; performs standard tests to determine the geological characteristics of aggregates.

Assists professional superiors in the examination of geological specimens, collection of field data, preparations; develops routine methods and procedures for geological research.

Operates a variety of geological equipment such as petrographic photomicroscope, x-ray diffractometer, electric and gamma ray logger unit, paulin altimeter, or nitrogen absorption apparatus.

Compiles, edits, and transforms research data into numerical form for statistical analysis; prepares reports and maintains records of work performed.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the principles, procedures, and techniques involved in professional field and laboratory geology.

Knowledge of modern geological laboratory methods, equipment, and materials.

Knowledge of the current literature, trends, and developments in the field of geology.

Ability to express ideas effectively orally and in writing.

Skill in the use and care of geological laboratory equipment.

Good eyesight and normal color perception.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with major course work in geology or physical geography.

ADOPTED: 7/1/69

REVISED: 4-22-71

CLASS CODE: 4401

GRAPHIC ARTIST

DEFINITION

Under general direction, designs and creates art work for production of camera ready copy; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Creates art work designed to stimulate one into a desired action; such as reading a brochure, requesting information, obtaining available state aid, involvement in community action, support of agency programs, and creating a desire to learn state laws and regulations.

Produces pamphlets, booklets, reports, graphs, charts, posters, displays, and illustrations.

Uses brushes, pens, mechanical drawing equipment, overlays and cameras in the production of art work.

Performs layout and paste up; selects and places body type, headings, photographs, and illustrations for printing.

Acts as art consultant, approves and revises submissions from federal and local agencies; draws organization charts, floor plans, maps, and redesigning agency forms.

Obtains printing estimates and recommends approval of finished products.

Handles photography work in agencies not requiring the services of a full time photographer.

Designs from conception of an idea the material needed to visually represent an agency program.

Confers with superiors and staff members who use art work; advises of cost differences, effectiveness, and limitations.

KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of illustration, typographical layout, and design.

Considerable knowledge of the techniques used in preparing copy for graphical presentation.

Considerable knowledge of new trends and developments in the field of commercial art.

Ability to prepare illustrative drawings, sketches, and graphs.

Ability to prepare graphical presentations of agency programs with a minimum of supervision and guidance.

Skill in the use of tools and equipment used in layout and design.

ADOPTED: 7-1-69

REVISED: 9-18-70

CLASS CODE: 8518

Graphic Artist (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with major course work in art; or major course work in journalism or advertising with course work in art;

OR

an equivalent combination of education and experience substituting one (1) year of full time paid employment as a commercial artist for each year of the required education with a maximum substitution of four (4) years.

I O W A

HEALTH INFORMATION SPECIALIST

DEFINITION

Under general supervision organizes and assists community efforts to identify and solve specific health problems or initiates specific public health information programs; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Directs programs and assists other professional staff in the development and administration of specific and technical public health programs in such fields as dental health, injury control, recreational therapy consulting, or other technical or para-medical public health programs.

Plans, directs, and participates in conferences, seminars, meetings, and institutes pertaining to specialized health education programs.

Provides guidance and consultative services in a specialized field to personnel of the Health Department, schools and universities, local community agencies, local governmental units, extended care or custodial facilities, and citizen groups.

Participates in studies and surveys of public health needs and available resources in a specific technical area and evaluates the methods and materials used to determine the effectiveness of the program.

Designs and supervises the preparation of technical information material and related materials for specific projects.

KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of biological and social sciences as they relate to public health education.

Thorough knowledge of methods, techniques, and media available for the dissemination of health education materials to professionals in health and to the public.

Some knowledge of community health problems, particularly as they relate to public health education.

Ability to plan and conduct a public health education program of considerable complexity.

Ability to consult with local health staff regarding the development and organization of community public health education programs.

Ability to maintain cooperative working relationships with community leaders, volunteer groups, and professional health personnel and agencies.

Ability to address meetings and to organize groups as part of the total health education program.

HEALTH INFORMATION SPECIALIST con.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Five (5) years of full-time paid employment writing, editing, and performing related responsible work in planning, preparing and disseminating health information to the public through either the medium of press, radio, television, and/or public speaking;

or

an equivalent combination of education and experience substituting the successful completion of thirty (30) semester hours (or the academic equivalent) of college course work to have included six (6) semester hours (or the academic equivalent) in English, journalism, education, natural sciences, psychology, sociology, and/or public relations for each year of the experience to a maximum of four (4) years;

or

graduation from an accredited college or university with an undergraduate or graduate degree in public health or health education.

I O W A

HEALTH PLANNER I

DEFINITION

Under immediate supervision, performs specific local, regional and/or statewide health resource, research and planning characterized by office and field assignments; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Assists in administering federal and state health program planning assistance activities; meets with municipal and county officials, civic, business and health groups to inform on and gain support for planning activities; advises on procedural and substantive program requirements.

Conducts planning information and orientation meetings as part of a public information program; prepares or directs preparation of visual aids and manuals to supplement personal contacts with community officials.

Conducts required investigation and research for State, regional, and local comprehensive planning or programming of such resources as institutional or individual professional purveyors of health care, interests and abilities of influential individuals, and community, economic, and governmental resources.

Provides assistance on technical and procedural aspects of planning and conforming to contracts.

Provides liaison with the agency fiscal office maintaining cost records of performance of work under contract.

Prepares periodic work reports for projects under federal aid programs for federal administrative departments.

Provides technical assistance to agency supervisory office and field personnel in research activities, information programs and public contact.

Performs frequent site visits to research community conditions and resources and to coordinate planning activities with local agencies and field offices.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of principles, techniques, current trends, laws, policies and programs concerning all phases of state, local and community development.

Some knowledge of governmental structures at local and state levels, project financing and coordination.

Some knowledge of social, political, economic, and other problems affecting development of local and state human and physical resources and projects.

Ability to interpret and apply agency policy.

Ability to plan work, think conceptually, observe and evaluate current conditions and trends, analyze data, draw logical conclusions and make sound decisions and recommendations.

ADOPTED: 7-1-74

REVISED:

CLASS CODE: 04016

HEALTH PLANNER I (Continued)

Ability to work effectually with others.
Ability to express ideas orally and in writing.
Ability to speak before public and private groups.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with major coursework in planning, economics, social sciences or a health discipline;

OR

an equivalent combination of education and experience substituting one (1) year of qualifying experience in health planning for each year of the required education to a maximum of four (4) years.

NOTE: At the written request of the Appointing Authority and with Merit Employment Department approval, specialized training and/or experience may be required in designated positions.

HIGHWAY ENGINEER IN TRAINING

DEFINITION

This is engineering work at the entrance and limited performance level.

DISTINGUISHING CHARACTERISTICS OF WORK

Employees apply engineering skills and knowledges to various routine to moderately difficult assignments in one or more assigned areas of highway engineering work. Initial assignments involve on-the-job training under the direction of a professional or technical superior. As experience is acquired, greater independence of judgment and action is allowed and employees are made responsible for projects or operations of limited scope and complexity, or act as assistants to an engineering supervisor. Assignments may include supervision over subprofessional assistants. Work is assigned and supervised by a professional superior who inspects and reviews the work during progress and upon completion for accuracy and adherence to departmental and engineering standards.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Assists in phases of highway and bridge location, design, construction and maintenance, construction materials research and inspection activities, highway and traffic planning and control functions, and associated highway operations to learn established procedures and practices.

Designs, details, and estimates routine structures such as simple beam bridges; performs structural analyses and prepares details of new designs working with an experienced designer; conducts shop inspections of routine structures at field fabrication shops.

Participates in the design and preparation of preliminary and final plans for primary and interstate highways; designs simple features of highways and other civil engineering structures; assists in the sampling, analysis, and design of soils used in construction.

Supervises, as delegated, and participates in highway construction inspection activities; serves as a highway or bridge project inspector inspecting workmanship and materials for quality and adherence to specifications; instructs technical assistants in these activities.

Assists in the compilation, analysis, and presentation of highway engineering, traffic, and transportation data for application in highway location problems and planning programs; assists an engineering supervisor on research and design projects; interprets specifications and results of studies; makes field investigations and inspections on assigned aspects of various projects; prepares narrative and statistical reports on technical engineering assignment.

Performs related work as required.

HIGHWAY ENGINEER IN TRAINING (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from college with major course work in civil or related engineering. Eight (8) years of progressively responsible practical engineering experience or an equivalent combination of education and experience in engineering work which is of a character satisfactory to the State of Iowa Board of Engineering Examiners may be substituted in lieu of graduation from college.

NECESSARY SPECIAL REQUIREMENTS

Possession of an Engineer in Training certificate as issued by the State of Iowa Board of Engineering Examiners on completion of the one (1) year probationary period; or possession of an Engineer in Training certificate issued by another jurisdiction with requirements, as determined by the Board, equal to Iowa standards.

INDUSTRIAL HYGIENIST

DEFINITION

Under general direction, assists the Commissioner of Labor in the planning, development and administration of a statewide Industrial Hygiene program; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Performs surveys in industrial environments for radiological, biological, chemical and physical health hazards.

Prepares technical reports outlining results of the inspection and citing specific violations of health and safety regulations.

Writes violation orders on employers designating remedial measures needed.

Lectures to industry and union assemblies on detection and control of industrial health hazards.

Conducts complex and large scale investigations of industrial plants and work sites to determine the type and extent of suspected environmental contamination.

Interviews plant personnel, gathers samples of air, dust, liquids, and industrial materials.

Uses direct reading instruments such as Mine Safety Appliance Universal Testers, light meters, noise level meters, velometers, wet bulb thermometers, and personal sampling devices for measurement of noise, radiation, vibration, temperatures, and chemical contamination.

Analyzes and reports on plant findings and laboratory data.

Develops special adaptations of existing equipment and analysis procedures to accommodate unusual problems of contaminate determination.

Assists technical personnel in resolving conflicts with plant managerial personnel and in working out solutions to particularly difficult problems of hazard mitigation.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of sampling and direct measuring techniques for gas, vapor, dust, noise, and radiation.

Knowledge of common industrial chemicals, chemical byproducts and the extent to which they become health hazards.

Knowledge of bacteriology, radiology, physiology, and organic and inorganic chemistry.

Some knowledge of common industrial occupational diseases, health hazards and toxic sources.

Some knowledge of the Occupational Health and Safety Act as it relates to industrial hygiene.

INDUSTRIAL HYGIENIST (Continued)

Ability to analyze complex problems of environmental hazard reduction and arrive at sound decisions regarding action to be taken.

Ability to analyze and interpret comprehensive technical reports.

Ability to operate and maintain detection and measurement apparatus.

Ability to explain technical procedures and findings in words a lay person can understand.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with major coursework in industrial hygiene, chemical, civil or mechanical engineering, environmental health, chemistry, physics, or a biological science;

OR

30 semester hours of accredited college coursework including a minimum of 6 semester hours of chemistry (including organic and inorganic), 6 semester hours of mathematics (including calculus), 3 semester hours of biology, 3 semester hours of physics, and 4 years full time paid employment as a Field Safety Technician with the agency of employment.

INFORMATION SPECIALIST I

DEFINITION

Under general supervision, researches, plans, drafts, edits and disseminates informational material to employees, state agencies and the general public for a state agency; may act as a liaison between management and staff; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Develops public information projects from general instructions to increase employee and public interest and understanding.

Interviews departmental officials and employees to obtain information about agency programs to write and edit factual and special interest information for agency publications, news releases, annual and special reports.

Lays out and designs informational material by taking photographs, proofreading galley proofs and making arrangements for printing to prepare pamphlets, brochures and other material.

Prepares radio tapes and/or television spots and short programs for general audiences and educational and informational presentations to special interest groups and employees by contacting speakers, serving as announcer, taping and monitoring speeches and panel or group discussions to coordinate and produce useful presentations.

Replies by written or oral communication to requests received from the public, special interest groups, officials and members of the press for informational materials.

Works with other state agencies or organizations in collaborative or advisory capacity to develop public informational materials of mutual interest and prepare and revise manuals, forms, reports and agency publications.

Organizes and personally conducts tours of agency facilities to enhance understanding and support of agency or institution; works with public and private groups by personal contact and assistance to promote activities of mutual interest at fairs and exhibits.

Maintains library and files of source materials; prepares manuscripts for books; compiles bibliographies by gathering and organizing materials for future use.

KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the general methods, principles and practices of public relations.

Knowledge of various methods used in the production and dissemination of written and graphic materials such as layout, typography, graphics, photography, audio/visual equipment, etc.

INFORMATION SPECIALIST I (Continued)

Knowledge of English composition and grammar.

Some knowledge of punctuation.

Some knowledge of social and economic conditions.

Ability to write effectively and prepare accurate reports, to express oneself clearly, concisely and persuasively, orally and in writing.

Ability to comprehend and apply a large volume of written material to informational projects.

Ability to establish and maintain effective working relationships with employees, officials and the general public.

Ability to develop skill in the use of cameras and audio-visual equipment.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four-year college or university with twenty (20) semester hours coursework in journalism, public relations, graphics or communicative arts;

OR

an equivalent combination of education and experience, substituting one (1) year of full-time employment in planning and writing materials to disseminate information to the public through the media of press (newspapers, publications), radio/television and/or public speaking for each year of the required education.

NOTE: Applicants must submit a college transcript. Some agencies may require an applicant to present a portfolio of his or her writing, layout or other public relations efforts to demonstrate past experience and training.

INSTITUTIONAL TEACHER

DEFINITION

Under general supervision, performs professional academic teaching; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Teaches general and specialized pre-school, elementary, and secondary academic or vocational subjects at a professional level; prepares teaching outlines and develops methods of study for subjects taught.

Encourages pupils and assists them in maintaining an interest in school, and provides individual instruction when necessary.

Supervises sub-professional employees engaged in educational activities.

Prepares daily attendance reports of pupils, and detailed records and reports on the program, abilities, and progress of individual pupils.

Participates in social, recreational, religious, and other extra-curricular activities.

Administers and grades examinations, and gives special aptitude and ability tests.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the modern methods of teaching, testing, and the principles of special education.

Knowledge of the subject matter covering the field in which the teaching work is to be done.

Knowledge of current literature, trends, and developments in the field of education.

Some knowledge of school administration principles and practices.

Ability to instruct, supervise, and discipline pupils.

Ability to establish and maintain effective working relations with others.

Ability to organize and present orally facts clearly and concisely.

Ability to arouse and maintain the interest of pupils in school work and extra-curricular activities.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with major course work in general, vocational, early childhood, or special education, or in Child Development.

NECESSARY SPECIAL REQUIREMENTS

Possession of the applicable education certificate, when required and issued by the State of Iowa, within three (3) months of employment.

ADOPTED: 7-1-69

REVISED: 11-15-71

CLASS CODE: 1015

INSURANCE COMPANY EXAMINER I

DEFINITION

Under the close supervision of a higher level insurance company examiner, assists in the examination of financial and related business records of domestic and resident insurance companies to determine compliance with state insurance laws and regulations; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Learns to apply established auditing techniques to analyze, verify, and reconcile financial accounts and transactions.

Assists in the examination and verification of assets and liabilities by performing extensive detail work consisting of vouching, tracing entries, footing totals, preparing bank reconciliations and other related tasks.

Counts petty cash and reconciles with accounting records; examines expense vouchers, disbursements and claims paid to determine if settlements made to policy holders are in accordance with policy contracts.

Operates adding machines, calculators and typewriter.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of the principles, methods, and practices of auditing and accounting.

Some knowledge of insurance principles and theory.

Ability to analyze and interpret accounting and financial data.

Ability to express ideas effectively, orally and in writing.

Ability to operate adding machines and calculators.

Ability to meet with and cooperate effectively with individuals or representatives of organizations who are subject to examination by the Insurance Department.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with major course work in accounting, business administration, economics, commerce, finance, or closely related fields;

OR

an equivalent combination of education and experience substituting on a year-for-year basis one (1) year of successful full time paid employment in adjusting insurance claims and/or auditing or maintaining accounting and financial records for each year of the required college or university education with a maximum substitution of four (4) years.

ADOPTED: 10/68

REVISED: 9/15/71

CLASS CODE: 0444

INSURANCE COMPANY EXAMINER I (Continued)

FOR PROMOTIONAL PURPOSES ONLY

A permanent classified employee with eighteen (18) months successful full-time paid employment as a Junior Insurance Company Examiner with the Iowa Insurance Department will be considered qualifying.

I O W A

LIBRARY ASSOCIATE

DEFINITION

Under general supervision to direction, performs semi-professional technical library work in one or more phases of a library operation; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Prepares simple bibliographies on specific subjects; recommends the repair of damaged books and the discard of outdated or irreparable material.

Performs elementary research into library sources for staff members or the general public; provides lists of authorities for patrons interested in performing study or research.

Assists library users by locating specific books or periodicals through utilization of the card catalogue file; maintains circulation records.

Performs routine cataloging and accessioning of library materials.

Supervises subordinate library personnel as assigned.

Gathers, sorts, and files clippings and miscellaneous materials in developing special reference collections.

Visit wards or cottages to distribute books and magazines.

Consults with professional librarians, as required, to verify accuracy of work performed or to request professional assistance in cataloging and classifying.

Involves residents in group projects such as book clubs and current event discussion groups to motivate members to use library facilities.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the principles and practices of library procedures including reference, circulation, bibliography, classification, and cataloging.

Some knowledge of the bibliographic tools.

Some knowledge of library reference and research materials.

Knowledge of clerical library techniques of basic office procedures.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to express ideas clearly and concisely, both orally and in writing.

ADOPTED: 7-1-69

REVISED: 11-20-70

CLASS CODE: 1310

LIBRARY ASSOCIATE (continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school, and four (4) years of progressively responsible subprofessional library work;

OR

an equivalent combination of education and experience, substituting successful completion of an accredited course in library practices for six (6) months of the required work experience;

OR

an equivalent combination of education and experience, substituting three (3) semester hours of library science course work in an accredited college or university for six (6) months of required experience;

OR

an equivalent combination of education and experience, substituting successful completion of one (1) year of study in an accredited college or university for each year of the required experience.

FOR PROMOTIONAL PURPOSES ONLY

Three (3) years of progressively responsible experience in the employing agency as a Library Aide shall be considered as qualifying.

LIQUOR STORE MANAGER I

DEFINITION

Under general direction, performs managerial work in directing sales and stock control activities of a small state liquor store; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Manages the store personally or supervises and participates with one full-time clerk or several extra-help employees in the operation of the store.

Performs or participates in such duties as waiting on customers, receiving merchandise, taking physical inventories and general custodial cleaning.

Maintains or supervises the maintenance of control and sales records.

Prepares or supervises the preparation of regular and special reports covering sales, stock on hand, receipts of merchandise, cash receipts, deposits and other necessary information.

Instructs store personnel in proper performance of their duties and transmits central office orders and procedure changes to store personnel.

Takes special orders for merchandise not in stock and requisitions merchandise.

Serves as an assistant to a Liquor Store Manager III and works on and supervises an alternate shift.

KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of stock handling and inventory control methods and procedures.

Some knowledge of the principles and methods of retail store management.

Ability to learn departmental programs, rules and regulations as they relate to work performed.

Ability to make arithmetical computations with speed and accuracy.

Ability to read and post numerical data accurately and rapidly.

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

Ability to establish and maintain effective working relationships with other employees and the general public.

Skill in the operation of an adding machine.

Sufficient physical strength and freedom from disabling defects to permit the lifting and moving of moderately heavy objects.

LIQUOR STORE MANAGER I (Continued)

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school or GED and three (3) years of full-time paid employment, one (1) year of which must have been in a supervisory capacity;

OR

an equivalent combination of education and experience substituting one (1) year of full-time paid employment for each year of the required education;

OR

substitution of graduation from an accredited college or university with a degree in business or public administration, accounting, finance, banking or economics for the required experience;

OR

substitution of the completion of a course of study in retail or wholesale marketing, or an associated distributive education program at an area community college for the required experience.

FOR PROMOTIONAL PURPOSES ONLY

One (1) year of experience and permanent status as a Liquor Store Clerk will be considered as qualifying.

NECESSARY SPECIAL REQUIREMENTS

All applicants must have reached the age of majority as defined by the Code of Iowa.

MANAGEMENT ANALYST I

DEFINITION

Under immediate to general supervision, performs technical work evaluating and developing improved managerial procedures and practices; performs related work as is required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Performs one or several kinds of work characteristic of this series such as:

Analyzes and recommends new, or improvements in existing records and files systems, machines, equipment, space layout, mail recording and routing, records classification and release, studies appropriate laws and regulations to determine objectives and obligations of agency; recommends plans to control the retention, transfer, retirement or disposal of agency records.

Analyzes organizational structure and work processes; prepares process, work distribution and other charts; determines measurable work units and operations; makes workload surveys and recommends changes in work distribution and reassignment of functions.

Collects and analyzes data to determine necessity for work performed, applicability of work unit standards, workload, projections, deviations from standards and effectiveness of processes and procedures.

Makes fact-finding surveys; collects and analyzes data to prepare manuals and handbooks regarding procedures to be followed in handling incoming and outgoing communications.

Reviews specified operations of limited scope to identify areas that need improvement in regard to efficiency, economy, and effectiveness.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of management practices, theories, techniques, and methodology.

Some knowledge of the principles and practices of public administration and general services administration.

Some knowledge of the application and uses of modern office equipment including electronic data processing equipment.

Ability to analyze and comprehend organization and procedural problems.

Ability to express ideas effectively, orally, and in writing.

Ability to establish and maintain effective working relations as necessitated by work assignments.

MANAGEMENT ANALYST I (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from a four-year college or university;

OR

an equivalent combination of education and experience substituting one (1) year of technical management analysis work for each year of the required education with a maximum substitution of four (4) years.

KNOWLEDGES, SKILLS, AND ABILITIES

Some knowledge of management practices, theories, techniques, and methodology.
Some knowledge of the principles and practices of human administration and general services administration.
Some knowledge of the application and uses of modern office equipment including electronic data processing equipment.
Ability to analyze and comprehend organizational and personnel functions.
Ability to express ideas effectively, orally, and in writing.
Ability to establish and maintain effective working relations as necessitated by work assignments.

I O W A

MANPOWER RESEARCH ECONOMIST I

DEFINITION

Under immediate supervision on a training basis, gathers, compiles, evaluates and reports on economic data pertaining to manpower and employment programs; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Learns and conducts surveys intended to gather necessary program information.

Learns to and prepares labor turn-over, estimates and assists in establishment of benchmark occupations.

Gathers, compiles, analyzes data used in vocational education studies.

Learns to develop the necessary forms use in research and reporting activities.

Helps establish central controls over ESARS reporting activity.

Learns to and uses simple linear regression and matrix application to prepare occupational projections.

Prepares data to be submitted to computer services.

Prepares uniform reports, tables, charts and may assist in preparation of more complex reports.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of statistical methods and procedures.

Knowledge of modern office equipment and devices.

Ability to organize and compile statistical data.

Ability to express statistical data in a narrative form, presenting results clearly and concisely.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school or G.E.D. and five (5) years of full-time paid employment involving responsible technical statistical analysis or economic research work;

OR

graduation from an accredited college or university and one (1) year of the above experience;

OR

graduation from an accredited college or university including or supplemented by twelve (12) semester hours or its equivalent of college course work in statistics, mathematics, and/or economics;

OR

an equivalent combination of any of the above education and experience.

MANPOWER RESEARCH ECONOMIST I (Continued)

FOR PROMOTIONAL PURPOSES ONLY

An employee with a total of eighteen (18) months of successful full-time paid employment as a Statistical Assistant II with the Iowa Employment Security Commission will be considered as qualifying;

OR

an employee with a combined total of forty-eight (48) months of successful full-time paid employment as a Statistical Assistant I and II with the Iowa Employment Security Commission will be considered as qualifying.

MANPOWER SPECIALIST I

DEFINITION

Under immediate to general supervision, performs technical employment service work in local offices involving the interviewing, classification, and placement of applicants; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Interviews job applicants to determine occupational qualifications and classifications. Analyzes work experience, education, performance on various appraisal measures, personal characteristics, and other factors and evaluates this information for placement purposes. Advises applicants on labor market conditions and requirements in specific occupations or industrial fields. Informs applicants about employment service policies and procedures and offers guidance on techniques of applying for jobs.

Evaluates applicants needs for special services, such as testing, counseling, or additional training, and arranges for services to meet those needs. May administer aptitude and performance tests.

Obtains job orders from employers, and applies job analysis techniques to determine job content, skills and abilities required, and other occupational data necessary for selection of qualified workers. Discusses with employers employment service selection techniques and labor market conditions affecting specific occupations, suggesting special recruitment methods where needed. Arranges for industrial services to employers when appropriate.

Determines the suitability of applicants and refers qualified workers to employers. Contacts employers to determine results of referrals and continues follow-up with employers and applicants as necessary.

Develops job opportunities for applicants whose qualifications may be utilized immediately by specific employers, when suitable job openings are not currently listed with the office.

Develops and maintains continuing working relationships with assigned employers, by telephone contacts or personal interviews, to furnish a complete, year-round placement service.

Promotes the continuing use of the Employment Service by employers. Assists in identifying employer personnel problems and explains the specialized or technical services available to industry through the Employment Service.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of the social, economic, and labor conditions affecting employment service programs.

Some knowledge of the general principles of economics.

MANPOWER SPECIALIST I (Continued)

Some knowledge of interviewing techniques, various occupations, and required occupational qualifications.

Ability to learn employment office procedures and the use of technical interviewing tools within a brief training period.

Ability to deal tactfully, courteously, and effectively with applicants, employees, employers, and the public.

Ability to record and evaluate a variety of information and prepare reports.

Ability to communicate effectively, orally and in writing.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from high school or G.E.D. and four (4) years of successful full-time paid employment in job testing, interviewing, referral and/or placement, sales representative, credit investigation, collection work or related public contact work obtaining, analyzing and/or evaluating data;

OR

substitution of one year of successful accredited college course work for one year of the required experience with a maximum substitution of four (4) years.

NOTE: At the written request of the Appointing Authority and with Merit Employment Department approval, specialized training and/or experience (i.e., Spanish linguistic skills or recent military experience) may be required in designated positions.

FOR PROMOTIONAL PURPOSES ONLY

An employee with a total of eighteen (18) months of successful full-time paid employment as a Manpower Aide III with the Employment Security Commission will be considered as qualifying.

I O W A

MICROBIOLOGIST I

DEFINITION

Under immediate to general supervision, performs entry level professional scientific laboratory work of limited diversity and complexity examining and analyzing food, feeds, drugs, water, blood, dairy products, or other material to insure conformity with public health, consumer protection, or business standards or regulations; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Performs microbiological tests of food and animal by-products for salmonella, staphylococcus, and other pathogenic microorganisms.

Analyzes antibiotics in feeds or drugs.

Utilizes microorganisms in analysis of vitamins in feeds or drugs.

Initiates and nurtures microorganic cultures in a medium providing for a continuous life system, for laboratory use.

Maintains sterile conditions as required to avoid contamination of the laboratory and equipment.

Conducts standard plate counts, coliforms or other routine bacteriological tests.

Conducts tests for distilled water suitability testing for state-certified laboratories.

Attends professional and staff meetings.

Writes and reviews reports, and maintains records as required.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the methods and techniques of laboratory analysis.

Knowledge of the principles of bacteriological reagents and standard bacteriological examinations.

Knowledge of the types and methods of preparing culture media.

Some knowledge of technical report writing.

Ability to establish and maintain effective working relationships with others.

Ability to accurately follow oral and written instructions.

Ability to express thoughts and ideas clearly and concisely, either orally or in writing.

Ability to plan and coordinate a variety of laboratory work.

Skill in the use of laboratory equipment.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with an undergraduate degree in bacteriology, biochemistry, microbiology, virology, or a closely related biological science;

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REVISED:

CLASS CODE: 0442

MICROBIOLOGIST I (Continued)

OR

an equivalent combination of experience and education, substituting one (1) year of full-time paid employment in a biology laboratory demonstrating work performed utilizing the knowledges, abilities, and skills mentioned above for one (1) year of the required education, with a maximum substitution of four (4) years.

Utilizes microorganisms in analysis of vitamins in feeds or drugs.
 Analyzes antibiotics in feeds or drugs.
 Maintains and nurtures microorganism cultures in a medium provided for a continuous life system for laboratory use.
 Maintains sterile conditions as required to avoid contamination of the laboratory and equipment.
 Conducts standard plate counts, coliforms or other routine bacteriological tests.
 Conducts tests for distilled water suitability testing for state-certified laboratories.
 Records procedures and test results.
 Writes and reviews reports, and maintains records as required.

KNOWLEDGE, ABILITY, AND SKILL
 Knowledge of the methods and techniques of laboratory analysis.
 Knowledge of the principles of bacteriological research and advanced bacteriological examination.
 Knowledge of the types and methods of preparing culture media.
 Some knowledge of technical report writing.
 Ability to establish and maintain effective working relationships with others.
 Ability to accurately follow oral and written instructions.
 Ability to express thoughts and ideas clearly and concisely in writing.
 Ability to plan and coordinate a variety of laboratory work.
 Skill in the use of laboratory equipment.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS
 Minimum: Graduation from an accredited four (4) year college or university with a major degree in bacteriology, microbiology, zoology, or a closely related field.
 Special requirements:

NURSE I

DEFINITION

This is professional and first-level supervisory nursing work at a state institution.

DISTINGUISHING CHARACTERISTICS OF WORK

Work of this class involves the application of fundamental knowledge and basic skills of nursing in the care and treatment of patients on a residential or outpatient basis. An employee of this class may act in a higher supervisory capacity on a relief basis or may cover more wards and supervise more attendants on afternoon or night shifts. Work is performed under appropriate professional supervision within established policies and procedures and is reviewed through conferences and reports.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Provides immediate nursing direction and consultation for an institutional unit, ward, cottage, or small group of wards or cottages serving the physically or mentally ill, the alcoholic, the aged, or the mentally deficient.

Administers medications, provides first aid, temporary medical assistance to the ill or injured, and carries out clinical tests as assigned.

Supervises nursing assistants in a basic treatment unit or small group of units; instructs subordinates in rehabilitative patient care processes.

Establishes and maintains appointment schedules for physicians in a clinic or infirmary.

Assists physicians in ward rounds and in general patient care; consults with physicians about medical problems and calls attention to patient's needs; develops and adjusts nursing care plans for the assigned area.

Maintains and reviews charts and records on patient's condition and progress.

Maintains apparatus, equipment, and supplies for a medical clinic, infirmary, or operating room.

Assists medical personnel in surgical operations.

Cooperates with interdisciplinary professional staff in treatment programs; participates in individual or group therapy as assigned.

Attends professional and staff meetings as required.

Performs related work as required.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of professional nursing theory and practice.

NURSE I (Continued)

Knowledge of medications and their use.

Knowledge of patient care.

Some knowledge of the aspects relating to nursing work in an infirmary, hospital, mental health, mental retardation, geriatric, or alcoholic program.

Ability to supervise the work of non-professional subordinates.

Ability to establish and maintain satisfactory working relationships with physicians, supervisors, and other employees.

Ability to deal with each patient sympathetically and tactfully while, at the same time, carrying out the treatment prescribed.

Ability to maintain and interpret technical records.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an approved school of nursing.

Desirable. One (1) year of professional nursing experience in addition to the minimum requirements.

NECESSARY SPECIAL QUALIFICATIONS

Licensure as a Registered Nurse in the State of Iowa, or possession of a valid work permit as issued by the Iowa Board of Nursing.

PAROLE AND PROBATION OFFICER I

DEFINITION

Under general supervision, performs independent community corrections work in the area of parole and probation services; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Assists parolees and/or probationers in the development and implementation of release plans.

Counsels clients concerning situations effecting their success in the parole and probation program.

Conducts pre-sentence investigations on orders from the court.

Assists clients in securing employment and adequate housing.

Monitors clients' activities to insure compliance with parole and probation rules and regulations and clients' release plans.

Interprets parole and probation rules and regulations for clients.

Assists clients in obtaining any necessary community services.

Establishes and maintains effective work relationships with local employers, civic groups, and/or community service personnel.

Makes recommendations, when necessary, for revocation of parole or probation.

Maintains records and prepares reports as required.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of situational counseling techniques and practices.

Some knowledge of investigative techniques.

Some knowledge of interviewing techniques and procedures.

Some knowledge of psychological and sociological factors in influencing human behavior.

Ability to establish and maintain effective working relationships with clients, local employers, civic groups and community service personnel.

Ability to comprehend and interpret rules and regulations.

Ability to communicate effectively orally and in writing.

Ability to prepare reports and maintain records.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school or G.E.D. equivalent and four (4) years of full-time employment, in an organized public service program, which involved public contact in the performance of counseling, interviewing, assessment, and/or related duties;

PAROLE AND PROBATION OFFICER I (Continued)

OR

one (1) year of full-time employment in an organized community corrections program involving client contact through casework, investigation or counseling may be substituted for two (2) years of general public service work;

OR

thirty (30) semester hours or the academic equivalent of general course work at an accredited college, junior college or university may be substituted for each year of the general public service work;

OR

thirty (30) semester hours or the academic equivalent of course work in behavioral sciences, including some course work in communications skills at an accredited college, junior college or university may be substituted for each two (2) years of the general public service work;

OR

any combination of the above.

FOR PROMOTIONAL PURPOSES ONLY

Eighteen (18) months as a Community Corrections Aide, or one (1) year as a Halfway House Worker with the Iowa Department of Social Services, Bureau of Adult Corrections will be considered as qualifying.

NECESSARY SPECIAL REQUIREMENTS

Must be in good health, willing to travel extensively and possess a valid Iowa Driver's license.

PERSONNEL ANALYST I

DEFINITION

Under immediate to general supervision, learns, by reading, observation and actual practice, to perform a variety of beginning level public personnel duties of limited scope and substantive complexity in conjunction with the selection, recruitment classification, compensation and related technical service programs of the Merit Employment Department; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Learns departmental rules, policies and procedures by reading and discussions with other staff members in order to explain, clarify and resolve questions relating to them as directed from employees, personnel representatives and the public.

Learns the theories and techniques utilized in job analysis by reading and observing experienced analysts in order to become familiar with its practical application as it relates to public personnel administration.

Learns to evaluate applications for selected classes for qualification purposes; evaluates the qualitative and quantitative experience of specific applicants and assigns numerical values to the ratings in accordance with prescribed methods and guidelines which have been established for evaluation and qualification purposes.

Learns to monitor examinations by reading instruction manuals and observing experienced staff members administer examinations.

Attends meetings within and outside the department to develop an awareness and understanding of the role of the analyst relative to areas of responsibility and the programs administered by the department.

Develops and maintains effective working relationships with agency operating personnel; contacts agency personnel by phone, letter and personal visits to explain, clarify and obtain information necessary to resolve problems in the areas of job classification, examination development, compensation, recruitment, and rules and regulations.

Corresponds with applicants by phone, letter and in person to furnish job information, obtain employment information and resolve other areas of specific interest.

Reviews and maintains master books, computer printouts, agency job description and organizational files, operational reports and records and related source data utilized in program documentation and project administration.

PERSONNEL ANALYST I (Continued)

Reviews job descriptions, class specifications, general and specific class standards and organizational charts to become familiar with job content, staffing patterns, work flow and organizational structure; audits positions at various work sites to ascertain the kind and level of duties being performed; verifies findings with immediate supervisor; records and analyzes information collected; writes job summary reports to substantiate findings and recommendations.

Reviews and tabulates salary survey information received in the department and computes means, medians, quartiles and related statistical criteria for use by the staff in projecting salaries.

Learns to revise or develop class specifications and job standards in accordance with specified guidelines and accepted practices.

Learns to apply through readings, observation and actual practice selection device principles and theories as related to public personnel examination construction and development including: item analysis, reliability, content, concurrent and predictive validity; confers with employees, supervisors and agency program personnel relative to developing, revising and validating selection devices.

KNOWLEDGES, ABILITIES, AND SKILLS

(The below listed KAS's are either required at the time of entry, or to successfully perform the work. The written examination may include questions in any of the below listed areas to demonstrate the candidate's ability to perform the assigned tasks.)

Some knowledge of the theories, principles and practices utilized in evaluating jobs for classification, compensation, selection and related personnel purposes.

Some knowledge of the theories, principles and practices utilized in developing and measuring written tests.

Some knowledge of elementary applied statistics.

Some knowledge of public personnel administration history, principles and objectives.

Knowledge of the English language: grammar, sentence structure, spelling, and punctuation.

Ability to read and comprehend a broad spectrum of technical material relating to job analysis, salary administration, testing, departmental rules and regulations, legal opinions, statutes and related subject matter from written, visual and verbal sources to learn the role of the analyst and objectives of departmental program.

Ability to apply what has been learned in analyzing positions and situations including collecting data, establishing facts, developing alternatives and recommending a rational solution.

PERSONNEL ANALYST I (Continued)

Ability to write technical reports documenting the analysis process.

Ability to maintain self-control and composure under trying circumstances.

Ability to learn to understand the significance and perspective of a specific project and its relationship to the total personnel system.

Ability to express thoughts and ideas clearly and concisely, orally and in writing to co-workers, supervisors, administrators and departmental employees and officials.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Four years of post high school education and/or experience which would provide a practical foundation for the application of the knowledges, abilities and skills enumerated upon above.

RESEARCH REPORT 1 (Continued)

and to the extent that the research is of value to the community, it is the responsibility of the researcher to make it available to the community. This report is intended to provide a summary of the research findings and to discuss the implications of the findings for the community. The research was conducted in a systematic and rigorous manner, and the findings are based on a large sample of data. The findings indicate that there is a significant relationship between the variables studied, and that the relationship is consistent across the different groups studied. The implications of the findings for the community are discussed in detail, and it is concluded that the research has provided valuable information that can be used to improve the community.

RESEARCH REPORT 2 (Continued)

The research was conducted in a systematic and rigorous manner, and the findings are based on a large sample of data. The findings indicate that there is a significant relationship between the variables studied, and that the relationship is consistent across the different groups studied. The implications of the findings for the community are discussed in detail, and it is concluded that the research has provided valuable information that can be used to improve the community.

PERSONNEL OFFICER I

DEFINITION

Under immediate to general supervision, on a training or limited performance basis, performs beginning management level personnel work in one or more areas of an agency personnel program; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Learns procedures for processing personnel transaction forms (appointments, promotions, terminations and status changes) consistent with departmental and Merit system rules, policy and procedures.

Develops familiarity with classification plan and techniques utilized to classify positions; reviews job descriptions and organizational charts for positions in the agency to obtain an understanding of the organizational and occupational structure.

Interviews job applicants and reviews their qualifications for employment; contacts previous employers regarding employment history; corresponds or meets with applicants seeking job opportunities; informs individuals of agency personnel needs and provides leads to employment elsewhere; refers promising applicants to program personnel for further investigation; informs applicants of Merit system examination and certification procedures.

Compiles a variety of personnel reports relating to leave status, pay status, length of service, promotions, turnover and related personnel areas.

Confers with agency management personnel on employment and related personnel needs.

Conducts investigations and makes recommendations on employee grievances; counsels employees relative to qualifications and potential for promotional opportunities within organization.

Attends seminars, workshops and meetings to keep abreast of changes in the field.

Acts for a superior during his absence or at his direction.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of current social and economic problems.

Some knowledge of public personnel administration theory and practice including position classification, salary administration, examination development, recruitment and staff development.

Some knowledge of word meaning and usage.

Ability to acquire an understanding of departmental organizational structure and distribution of functions in state operating departments.

Ability to conduct satisfactory and productive employment and personnel interviews.

PERSONNEL OFFICER I (Continued)

Ability to maintain satisfactory working relationships with employees, supervisors, agency officials and the general public.

Ability to learn the basic technical phases and processes of personnel management.

Ability to present ideas effectively either orally or in writing.

Ability to be physically able to perform all duties without limitation.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from a four (4) year accredited college or university;

OR

any combination of post high school education and technical public or private personnel experience totalling four (4) years.

FOR PROMOTIONAL PURPOSES ONLY

One year of full-time paid satisfactory service as a Personnel Technician will be considered as qualifying experience.

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PERSONNEL TECHNICIAN

DEFINITION

Under general supervision, performs technical or supervisory personnel assignments of a supportative specialized nature; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Interviews applicants seeking employment and evaluates their qualifications for employment; provides information regarding employment opportunities and does limited counseling; informs applicants of examination and certification procedures.

Contacts and corresponds with representatives from business schools, high schools, trade schools, colleges and other manpower sources regarding employment opportunities for graduates; conducts concentrated studies to seek out and find applicants with hard to find skills for specialized positions.

Evaluates education and experience for qualifying examination purposes; notifies applicants of reasons for disqualification.

Conducts post placement interviews with employees to determine if satisfactory placement and job adjustment has been made.

Audits and approves within established policy and procedure all personnel transactions relating to appointments, promotions, merit increases and related status changes; confers with and advises departmental officials of appropriate rules and regulations.

Constructs examination profiles and interprets results.

KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of personnel rules, regulations and procedures applicable to personnel transactions and functions.

Knowledge of Merit System theory, practices and objectives.

Knowledge of departmental programs and personnel requirements.

Ability to establish and maintain effective working relationships with the public, employees, and departmental officials.

Ability to analyze problems and situations accurately and rapidly and make sound decisions and recommendations.

Ability to compile, evaluate and prepare records, reports and supporting documents for information purposes.

PERSONNEL TECHNICIAN (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school and four (4) years of responsible personnel experience, two (2) years of which included assignments at the level of a Personnel Aide;

OR

an equivalent combination of experience substituting one (1) year of full-time paid employment in work which involved contact with the public for each year of the education to a maximum substitution of four (4) years;

OR

substituting the successful completion of one (1) semester of undergraduate level coursework in an accredited college or university for each six (6) months of the required experience with a maximum substitution of one hundred twenty (120) semester hours.

I O W A

PHARMACIST

DEFINITION

Under general administration, performs professional pharmaceutical work supervising and formulating, manufacturing, compounding, storing and dispensing prescribed medications; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Manufactures and compounds medications as requested by medical, dental or other qualified treatment staff.

Advises medical and other hospital staff in matters relating to drug activity and dosage.

Selects proper storage for drugs and chemicals with regard to humidity, permissible storage time, temperature and light sensitivity.

Maintains records for narcotics, depressants and stimulants in accordance with federal, state and local law.

Reviews invoices and billings; initiates purchase orders.

Supervises and instructs pharmacy assistants.

Confers with hospital or treatment staff, drug company representatives and representatives of the Iowa Board of Pharmacy.

Reviews patient records to observe and control inappropriate therapy and drug reactions.

Attends meetings and writes reports as required.

KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the procedures followed in compounding, filling, labeling and distributing medical prescriptions and in preparing pharmaceutical preparations for use in the pharmacy and in the various units of a hospital.

Considerable knowledge of the various drugs, pharmaceuticals and other medical supplies and agents used in compounding and dispensing.

Considerable knowledge of pharmaceutical arithmetic; of medical terms and the classification of drugs according to their action, use and dosage; of the use of weights, measures and other dispensing devices.

Knowledge of hospital procedures as they relate to drug supply and use.

Knowledge of the proper techniques of drug administration, devices for administration and special precautions.

Some knowledge of supervisory techniques and methods, and of the maintenance of records and inventories.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited college or university with a degree in pharmacy and completion of a pharmacy internship.

NECESSARY SPECIAL REQUIREMENT

Licensure as a registered pharmacist by the State of Iowa.

PHARMACY INVESTIGATOR

DEFINITION

Under general supervision, surveys, inspects and investigates pharmaceutical facilities and practices to insure compliance with state drug abuse, narcotic, cosmetic and pharmacy practice laws; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Conducts controlled drug accountability surveys in hospital and private pharmacies, drug wholesale houses, nursing homes, drug repackaging firms, individual dental and medical practitioners' offices and clinics.

Investigates suspected cases of drug counterfeiting.

During the course of routine inspection of pharmacies, remains alert to violations of the state pharmacy laws, violations of the Uniform Narcotic Act and the Iowa Drug and Cosmetic Act.

Confers with medical and nursing home personnel, hospital administrators, pharmacists and law enforcement personnel in regard to enforcement of the drug abuse and other state pharmacy laws.

Writes reports and maintains records as required.

Assists in the collection of controlled substances for destruction or redistribution from pharmacies where such substance have officially left their inventory, but remain in their possession.

Consults with medical and dental practitioners regarding their pharmaceutical practices which do not conform with legal or ethical procedures.

KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of investigative methods and techniques, of legal provisions concerning the collection and admission of evidence.

Considerable knowledge of interviewing techniques.

Considerable knowledge of the various drugs, pharmaceuticals and other medical supplies and solutions used in compounding and dispensing drugs.

Ability to adapt investigative methods and techniques to specific situations.

Ability to observe and record facts clearly and accurately.

Ability to establish and maintain effective work relationships with others.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from a college or university with a degree in pharmacy and completion of a pharmacy internship.

NECESSARY SPECIAL REQUIREMENTS

Licensure as a registered pharmacist by the State of Iowa.

I O W A
PLANNING AIDE III

DEFINITION

Under general administrative supervision, performs technical and supervisory work in highway planning; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Supervises and participates in the work of a small group of subordinates engaged in designing and laying out signs and varied traffic devices; assigns work to subordinates; resolves technical problems.

Participates in a wide range of research projects; prepares reports of completed projects for publication; maintains records of research projects.

Supervises the gathering of data to be used in determining the location of highway improvements; summarizes data and submits reports to a professional supervisor for evaluation.

Trains new and temporary employees; supervises a group of subordinates engaged in gathering, analyzing, and preparing secondary road traffic data; plans work assignments.

Collects and organizes traffic data into various reports; writes an explanation of the procedures used in each survey; coordinates the printing of all charts, graphs, and related material.

Supervises and participates in the work of a small group of employees engaged in estimating traffic volume and movement; determines road user benefits for various alternate proposals.

Assists in planning the annual work program; supervises and participates in the compilation and preparation of traffic data including truck weight studies, origin and destination surveys, and primary road counts.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of data gathering techniques used by the Highway Commission.

Knowledge of Highway Commission policies and procedures in the area of specialization.

Ability to maintain accurate records and make arithmetic calculations.

Ability to write technical reports.

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

Ability to interpret and make decisions in accordance with established policies and procedures.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school or the G.E.D.

ADOPTED: 7-1-69

REVISED: 11-15-71

CLASS CODE: 400

PLANNING AIDE III (Continued)

equivalent and three (3) years of progressively responsible Planning Aide or equivalent experience;

OR

an equivalent combination of education and experience substituting one (1) year of course work in an accredited college or university for each year of the required experience up to a maximum of three (3) years.

PROPERTY APPRAISER I

DEFINITION

Under immediate to general supervision, performs routine, non-complex property appraisals and assessments in an assigned area to obtain valuations for property tax; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Inspects less complex and small commercial, industrial, residential, and agricultural property for construction, condition and functional design to arrive at current construction costs and values for these properties.

Considers location, building costs, population trends, soil characteristics, or other impending changes by conducting studies and compiling data on these factors for use in determining market values of property.

Assists in appraisals of the more complex and larger commercial and industrial properties by collecting and compiling specific information to be used by higher level appraisers in determining valuations of these properties.

Prepares and submits reports to superiors by compiling collected data to corroborate estimated values.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of current socio-economic conditions and trends affecting property taxation; of business English, communications, mathematics, and law; of basic public relation principles.

Ability to learn and apply standard property appraisal principles, practices, and techniques; to learn and apply state laws and regulations pertaining to the assessment and taxation of various properties; to use tact, courtesy and initiative in establishing and maintaining the cooperation of local officials; to exercise mature judgement in analyzing situations; to express ideas clearly and concisely in written and oral form for recommending an effective course of action; to understand and be able to use a real estate appraisal manual.

Applicants must be available for travel in an assigned area of the state and possess or be able to obtain an Iowa driver's license.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with a minimum of twelve (12) semester hours in real estate, business or public administration, economics, engineering, or related curriculums;

OR

ADOPTED: 12/11/72

REVISED:

CLASS CODE: 00367

high school graduation or G.E.D. and four (4) years' full time paid employment in property appraisal, property assessment, or property sales negotiations;

OR

high school graduation or G.E.D. and any combination of post high school education at a recognized business or area school, junior college, college, or university and qualifying experience which totals four (4) years.

PSYCHOLOGY ASSISTANT

DEFINITION

Under immediate supervision, performs psychological testing and limited situational counseling work in support of a psychological services program in a state mental health, children's services, correctional, or mental retardation program; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Maintains records of test results, observational results, and other pertinent resident information.

Administers standard group or individual tests to residents in any of the state institutional programs; scores and reports results in writing to the supervisor.

Provides limited situational counseling services to residents under close professional supervision.

Conducts preliminary research for special projects under the direction of a professional supervisor.

Attends staff, and in-service training meetings as required.

Conducts and reports in writing the results of psychological observations of institutional residents' behavior.

Writes and reviews reports as required.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of the practice of administering and scoring various standardized psychometric tests and measurements.

Some knowledge of interviewing and information gathering techniques.

Some knowledge of experimental research methods.

Some knowledge and awareness of the function and philosophy of the employing agency.

Ability to learn and maintain paraprofessional standards as set forth by a particular department of psychology, and the field in general.

Ability to deal tactfully, courteously, and effectively with institutional residents, inmates, or patients.

Ability to express ideas effectively orally, and in writing.

Ability to establish and maintain effective working relationships with others.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with major course work in psychology, special education, guidance and counseling, or human development and behavior.

ADOPTED: 7-1-69

REVISED: 7-1-72

CLASS CODE: 03242

PSYCHOLOGICAL TESTS

Psychological tests are procedures for measuring individual differences in behavior and mental processes. They are used to assess a person's abilities, personality, and other psychological traits. The most common types of psychological tests are intelligence tests, personality tests, and aptitude tests.

Psychological tests are used in a variety of settings, including clinical, educational, and industrial. In the clinical setting, they are used to diagnose and assess mental disorders. In the educational setting, they are used to assess a student's academic abilities and to identify students who may need special services. In the industrial setting, they are used to select and train employees.

Psychological tests are based on a variety of theories and methods. Some tests are based on the idea of measuring a person's ability to solve problems or to learn new information. Other tests are based on the idea of measuring a person's personality or other psychological traits. The most common method for developing psychological tests is the use of a sample of items that are representative of the construct being measured.

Psychological tests are used in a variety of ways. They can be used to select and train employees, to diagnose and assess mental disorders, and to assess a student's academic abilities. They can also be used for research purposes.

PUBLIC HEALTH NURSE I

DEFINITION

Under general supervision, provides nursing skills to patients requiring professional nursing service in a local public health department; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Provides skilled nursing skill, care and prescribed treatment to patients in their homes; initiates nursing measures to prevent complications and minimize disabilities.

Assists individuals and families in carrying out recommendations made by the physician.

Identifies physical and emotional illness and disability of patients through observation and analysis of records; assists in the development of nursing care plans.

Interprets and explains plans to sub-professional nursing staff and supervises their activities as necessary.

Participates in the planning and operation of public health clinics, child health conferences, and school health programs.

Assists the physicians and dentist with diagnostic procedures and treatment regimen.

Aids in the prevention and control of communicable disease by investigating source of disease, instructing in preventive measures, and participating in immunization programs.

Participates in group instruction in prevention of disease and maintenance of health.

Participates in surveys, studies and special projects as assigned.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the principles and practices of public health nursing and public health education and administration.

Knowledge of patient care.

Knowledge of medications and their uses.

Some knowledge of the current economic and social problems in the state.

Ability to supervise the work of nonprofessional subordinates.

Ability to establish and maintain satisfactory working relationships with physicians, supervisors, and other employees.

Ability to deal with patients sympathetically and tactfully while at the same time carrying out the treatment prescribed.

Ability to maintain and interpret health records.

PUBLIC HEALTH NURSE I (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an approved school of nursing.

NECESSARY SPECIAL QUALIFICATIONS

Licensure as a registered nurse in the State of Iowa,
or possession of a valid work permit as issued by the Iowa
Board of Nursing.

PUBLIC HEALTH NURSE II

DEFINITION

Under general administrative supervision, identifies present and potential health needs and resources of individuals, families, and the community, and plans for and provides public health nursing services where the need arises within a prescribed district; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Participates in community health planning with comprehensive health planning, community action, and other health groups.

Provides skilled nursing care to patients who require professional nursing service in their homes, and teaches and supervises members of the family and other members of the health team; develops nursing care plans under direction of the physician.

Supervises registered professional and practical nurses in preventive and therapeutic treatment, under medical or dental direction; makes provision for obtaining laboratory specimens and diagnostic tests when indicated.

Gives direct nursing services in such settings as schools, public health clinics, and industries; gives consultation to school and industrial nurses.

Aides in effecting changes in the environment for the elimination or modification of health hazards.

Participates in recruiting, training, and supervising volunteer workers.

Participates in teaching selected groups, such as expectant parents and diabetics.

Participates in health education programs through radio, television, group meetings, newspaper articles, and exhibits.

Maintains necessary records and reports.

KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles and practices of public health nursing and public health education and administration.

Considerable knowledge of patient care.

Considerable knowledge of medications and their uses.

Knowledge of the current socio-economic problem in the state.

Ability to supervise the work of professional and nonprofessional subordinates such as Public Health Nurse I's and Nurses Aides.

Ability to establish and maintain satisfactory working relationships with physicians, supervisors, and other employees.

Ability to deal with patients sympathetically and tactfully while at the same time carrying out needed treatment.

Ability to maintain and interpret health records.

Ability to express ideas effectively, orally, and in writing.

ADOPTED: 7-1-69

REVISED: 8-26-70

CLASS CODE: 2056

PUBLIC HEALTH NURSE II (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from college with a Bachelor's degree in nursing;

OR

graduation from an approved school of nursing, supplemented by fifteen (15) semester hours in the field of public health nursing, and two (2) years of experience in public health nursing.

NECESSARY SPECIAL QUALIFICATIONS

Licensure as a registered nurse in the State of Iowa, or possession of a valid work permit as issued by the Iowa Board of Nursing.

PUBLIC HEALTH REPRESENTATIVE

DEFINITION

Under general supervision performs health education and investigation work in the control of communicable and other diseases; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Assists in conducting a statewide immunization program; plans, promotes, and organizes local programs, including arranging for locations, equipment and advance publicity. Performs follow-up on immunization programs by contacting parents and others to encourage participation.

Prepares and distributes informative materials pertaining to communicable disease control programs, including talks to school and civic groups.

Makes epidemiological investigations when report of a communicable disease is received. Interviews persons with communicable diseases, traces their contacts and assures that such are examined by physicians and all receive any treatment necessary.

Inspects dwellings and work places for such conditions conducive to spread of communicable and other diseases as insect or rodent vectors, inadequate ventilation, lack of necessary sterilization or cleaning facilities, overcrowded sleeping quarters, and inadequate cooking or food storage facilities; interviews residents or workers in regard such items as refuse disposal procedures, supplies of heat and other environmental or procedural factors involved in transmission of disease.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the cause and spread of communicable diseases.

Knowledge of the methods of case findings and control of communicable diseases.

Knowledge of interviewing, investigation and education techniques.

Some knowledge of pertinent public health laws and rules.

Ability to clearly and concisely write case reports and speak before groups.

Ability to effectively conduct interviews and investigations with tact.

Ability to stimulate community interest and participation in communicable disease control.

Ability to convince diseased persons of the need for treatment and suspects of the need for diagnosis.

PUBLIC HEALTH REPRESENTATIVE (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school or GED and four (4) years of successful full-time paid employment performing or coordinating public contact work such as: training, recruitment, interviewing, investigation, fund raising, counseling, promotion, selling, nursing care, and/or other related public contact work;

OR

a combination of education and experience substituting one (1) year of successful accredited college or university course work for one (1) year of the required minimum experience.

NOTE: At the written request of the Appointing Authority and with Merit Employment Department approval, specialized training and/or experience (i.e., Spanish linguistic skills for migrant labor camp inspectors) may be required in designated positions.

PUBLIC HEALTH SANITARIAN I

DEFINITION

Under immediate to general supervision, performs technical field and office work at the limited performance level in assigned phases of an environmental health or sanitation program; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Observes sanitary conditions in places assigned by supervisory personnel and reports on findings including deficiencies established by laws, rules, regulations, or policies.

Collects samples of water, wastes, or other material that may be needed to determine whether the public health is actually or potentially endangered.

Collects, compiles, and interprets data as necessary to reach decisions whether laws or regulations are violated.

Confers with supervisory personnel for advice regarding questionable interpretations of data.

Confers with local officials and individuals of the public concerned by personal visits or correspondence.

KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of public health sanitation and general sanitation practices.

Some knowledge of hydraulics and operation of water and waste water treatment facilities.

Some knowledge of solid waste disposal methods.

Ability to establish and maintain effective working relationships with public officials, businessmen, and the general public.

Ability to express opinions and present information clearly and effectively, both orally and in writing.

Ability to organize and perform work efficiently and effectively.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college with major coursework in environmental sanitation, chemistry, or the natural sciences;

OR

an equivalent combination of experience for education substituting one (1) year of successful full-time paid employment in work directly related to environmental sanitation

ADOPTED: 7-1-69

REVISED: 9-21-70

CLASS CODE: 4510

PUBLIC HEALTH SANITARIAN I (Continued)

such as housing, restaurants, and related technical inspection work for adherence to appropriate laws, rules, and ordinances, operating water and waste water treatment plant equipment in a public or privately owned utility system, or related environmental control or enforcement work for each year of the required education;

OR

successful completion of an environmental sanitation course in a college with programs approved by the Department of Health may be substituted for one (1) year of the required experience.

I O W A
PURCHASING AGENT I

DEFINITION

Under immediate to general supervision, purchases a variety of standardized, expendable items from suppliers through informal contacts with sales representatives or vendors; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Orders by phone or written contract such items as paper goods, foods, paints, parts, office supplies, and other standardized, expendable items in order to ensure that an adequate inventory is maintained.

Solicits bids or quotations from suppliers on expendable items, tabulates bids and compares bid prices in order to secure the most advantageous prices; submits tabulations and recommendations to supervisor for approval.

Contacts requisitioning personnel within the agency to clarify information concerning items to be purchased, to obtain approval of substitute items or changes in delivery dates, and to ensure that the price quoted by suppliers is satisfactory and reasonable, and that funds are available.

Maintains personal contacts with visiting sales representatives and telephone contacts with sales offices of suppliers; meets with vendors and sales representatives to discuss current or new products, availability of products, and prices and delivery information.

Prepares purchase orders for non-stocked items and contracted items when there is a need for such items; works with central supply staff in order to establish lead time ordering schedules for items stocked and to check and approve completed purchase documents for payment.

Checks to assure that items ordered are delivered by a specified date in order to meet the needs of the agency; corresponds with vendors and manufacturers to resolve any problem in shipping or delivery of items.

KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of purchasing methods and procedures; of sales terms and discounts available to purchasers.

Knowledge of terminology related to the procurement, shipment and delivery of items.

Some knowledge of product descriptions for standardized, expendable items; of inventory control methods and of bid procedures.

Some knowledge of the economic factors of supply and demand as pertains to the availability of items, the avail-

PURCHASING AGENT I (Continued)

ability of sources of supply, and the pricing of items.

Ability to acquire further knowledge of purchasing methods, bid procedures and inventory control methods.

Ability to analyze needs and to influence the purchasing policies of the agency.

Ability to communicate effectively orally and in writing with vendors, sales representatives, and office requisitioning personnel.

Ability to deal skillfully and tactfully with suppliers to ensure adequate and timely response to agency purchasing needs and to ensure acceptable prices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school, or G.E.D., and four (4) years of full time paid purchasing experience involving the procurement of standardized, expendable items such as supplies or foods through contacts with sales representatives or vendors;

OR

graduation from an accredited four (4) year college or university;

OR

any equivalent combination of post high school education at a recognized business or area school, junior college, college or university and qualifying experience totaling four (4) years.

FOR PROMOTIONAL PURPOSES ONLY

Two (2) years of full time paid employment in purchasing work involving the technical procurement of standardized items in a classified position with a state agency, will be considered as qualifying.

I O W A

RAILROAD SAFETY INVESTIGATOR

DEFINITION

Under general supervision, performs technical inspection work in one or more specialized railroad safety areas such as signal crossing devices, grade crossings, tracks, rolling stock, bridges and related railroad appurtenances for conformance to federal and state safety inspection standards; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Inspects automatic, semi-automatic, electrical and mechanical train actuated block signals, gates and signal devices for proper clearances, alignment, and working conditions; uses meters and testing devices to determine malfunctions of the circuitry, signals, interlocking, and controls of electrical and mechanical safety devices. Determines compliance with minimum statutory and code requirements for installation, maintenance and repair of signal devices, interlocking plants, traffic gates and grade crossings.

Inspects railroad track and roadbed for surface wear, alignment, curvature, elevation, drainage, stability, and related conditions; inspects switches, ties and rails for wear and condition and adherence to safety standards.

Inspects locomotive and rolling stock components such as wheels, bearings, brakes, air reservoirs, coupling and drawbar devices for mechanical condition and adherence to safety standards.

Inspects various railroad bridge components through the use of mechanical and electronic testing devices such as increment borers, pachometers, transits to determine conditions and/or deficiencies.

Prepares comprehensive reports of field investigations including violations and remedial action taken; consults with Chief Inspector on unusual problems.

KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of one or more specialized technical railroad operations such as track structures and roadbed construction; railroad mechanical and electrical signal devices; locomotive and rolling stock mechanical components; or bridge construction, engineering and maintenance.

Considerable knowledge of federal and state requirements and standards relating to specific railroad safety areas.

Ability to secure compliance from railroad officials of rules, standards, procedures and departmental regulations

Ability to analyze situations accurately and exercise independent judgment to recommend effective and proper course of action.

RAILROAD SAFETY INVESTIGATOR (Continued)

Ability to develop, establish and maintain effective working relationships with co-workers, the general public and private officials.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school or G.E.D. equivalent and five (5) years of progressively responsible full time paid railroad experience, two (2) years of which involved advanced technical or supervisory level experience in one of the following areas: railroad track and roadbed inspection, construction, and maintenance; railroad signal device inspection, installation and maintenance; railroad locomotive and mechanical rolling stock inspection, repair and maintenance; or bridge inspection, construction, maintenance; (selective certification may be requested by the Commerce Commission in any of the aforementioned specialized areas);

OR

an equivalent combination of education and experience substituting, on a year-for-year basis, railroad experience for each year of the required high school education.

OR

graduation from an accredited four (4) year college or university with major course work in civil, electrical, mechanical, industrial or related engineering discipline in lieu of the minimum requirements.

NECESSARY SPECIAL REQUIREMENTS

Must be in good health, willing to travel extensively, and possess or obtain a valid Iowa driver's license.

I O W A

RAILROAD SERVICES SPECIALIST

DEFINITION

Under immediate to general supervision, assists the Director of the Railroad Transportation Division by maintaining responsibility for certain administrative services of the Division; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Conducts studies and research relative to rail transportation in the state by obtaining and compiling information on railroad conditions, problems, and services; prepares reports from information for agency superior(s) and legislators as a reference in the evaluation of current railroad conditions, needs for services and facilities, existing routes, operating costs, etc.

Coordinates hearings on changes in railroad services, facilities, and safety equipment installations by contacting concerned parties to ensure that all are provided opportunity to present objections and responses at a specified time; attends hearings as required.

Confers and corresponds with railroad officials, attorneys, legislators, state agency personnel, and the public to explain rules and regulations applicable to rail transportation, respond to or advise complainants regarding railroad conditions, facilities, and services, and provide general information on the status of railroad facilities and activities of the Railroad Transportation Division.

Maintains responsibility for the collection and compilation of information relative to railroad - related accidents for eventual analysis in determining major causes, effects, and preventive measures.

Assists the Director of the Railroad Transportation Division in the resolution of administrative or operational problems by gathering and evaluating facts and making recommendations as required.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of methods of obtaining, compiling, organizing, and presenting information.

Some knowledge of general administrative practices.

Ability to acquire a knowledge of the function and activities of the Railroad Transportation Division.

Ability to acquire a knowledge of state rules and regulations applicable to rail transportation and Division operations.

Ability to utilize tact and diplomacy in contacts with railroad officials, attorneys, and complainants to obtain or provide information and answer questions.

ADOPTED: 5/19/75

REVISED:

CLASS CODE: 00681

RAILROAD SERVICES SPECIALIST (Continued)

Ability to communicate, orally and in writing, with railroad officials, attorneys, legislators, state agencies' personnel, and the public.

Ability to assume and maintain responsibility for delegated aspects of the administration of the Division, as required.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Four (4) years of accredited college or university course work;

OR

substitution of administrative experience - which involved obtaining, compiling, organizing, and presenting information - for the required education on a year-for-year basis (1 year experience = 30 semester or equivalent hours of course work).

I O W A

REMOTE SENSING ANALYST I

DEFINITION

Under general supervision, performs routine professional and technical work in evaluating resources, land usage, and/or environmental phenomena utilizing remotely sensed data and/or imagery; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Assists in planning remote sensing projects by plotting flight lines, determining intervalometer settings, film requirements, and filter requirements for aerial photographic missions.

Interprets multispectral, thermal, photographic, and/or radar imagery.

Operates and maintains a variety of remote sensing equipment including: color additive viewer, multispectral camera, analog signal processor, digital image processor, and density transmittance control unit.

Operates and maintains a photographic laboratory for processing remotely sensed imagery.

Curates remotely sensed imagery.

Gathers ground data during overflights.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the principles, procedures, and techniques involved in acquiring, curating, and interpreting remotely sensed data.

Knowledge of photographic laboratory techniques necessary to process remotely sensed imagery.

Knowledge of current trends and developments in the field of remote sensing.

Some knowledge of geological and related sciences as applied to the field of remote sensing.

Ability to communicate effectively orally and in writing.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum: Graduation from high school or G.E.D. equivalent and four (4) years of full-time experience in geology, physical geography, or closely related field at least four (4) months of which involved responsibility in the area of remote sensing;

OR

a Bachelors degree, including at least six (6) semester hours or the academic equivalent of course work in remote sensing, photogrammetry, or photointerpretation, from an accredited college or university in geology, physical geography, or closely related area;

ADOPTED:

7-1-73

REVISED:

CLASS CODE: 0440

REMOTE SENSING ANALYST I (Continued)

OR

any combination of the above with thirty (30) semester hours, or the academic equivalent, in geology, physical geography, or closely related area being equal to one (1) year of the general experience;

OR

any combination of the above with three (3) semester hours, or the academic equivalent, of course work in remote sensing, photogrammetry, or photointerpretation being equal to two (2) months of the specific experience.

NECESSARY SPECIAL REQUIREMENTS

Must have normal color perception and stereoscopic vision.

FOR PROMOTIONAL PURPOSES ONLY

Eighteen (18) months full-time employment with the Iowa Geological Survey as a Remote Sensing Trainee will be considered as qualifying.

RETIREMENT BENEFITS SPECIALIST I

DEFINITION

Under immediate supervision on a training basis, examines, evaluates, and determines retirement eligibility and benefits under appropriate employment security laws and regulations; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Learns to determine the actual lifetime monthly benefit payable to a retired member of IPERS: involving examination of all correspondence leading to the application for benefits; determining through mathematical calculations and rate tables and options elected actual taxable earnings and IPERS benefits eligible for.

Learns to prepare for data processing, official pay order cards, designating the monthly benefit and possible accumulated benefits payable to date.

Learns to and makes estimates of IPERS benefits payable to persons currently retiring from IPERS covered employment and for those planning a retirement program. Involves a review of the individual's work record as to age, sex, length of service, total taxable earnings, total investment, interest and interest dividends accrued, years of service before 1953 and best annual wage before July 4, 1953 if the individual has prior service credit, and possible termination date.

Observes and conducts personal interviews with and answers calls from claimants in order to: explain possible benefits payable under each of the different options offered; refund possibilities for the wage-earner, and refund or monthly benefits offered for the retiring person's beneficiary or contingent annuitant; answer questions regarding the earnings limitations after retirement; taxability of the IPERS benefit, when warrants are issued; explain current and proposed amendments to the IPERS law; prepare applications for monthly benefits and record the designation of beneficiary, age proofs, and prior service proofs, if applicable.

Learns to adjust benefits due to: earnings that were not reported at the time of original determination of the monthly benefits; a corrected report of earnings for a retired member received from the employer; additional prior service proofs; a corrected date of termination of employment reported by the employer; or a corrected age proof submitted by the retired member.

Learns to compute a retiring member's actual investment in IPERS, exclusive of interest, and then to determine the number of months that will be required for recovery of this investment, on the basis of his original award.

RETIREMENT BENEFITS SPECIALIST I (Continued)

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of social and economics problems affecting persons of retirement age.

Some knowledge of the social, economic, and labor conditions affecting retirement programs.

Some knowledge of the general principles of economics and their relationship to public employee retirement systems and the federal social security program.

Some knowledge of interviewing techniques, practices, and principles.

Ability to learn retirement benefits, office procedures, and the use of technical interviewing tools within a brief training period.

Ability to learn and apply applicable state retirement laws and to become familiar with federal social security provisions and state-federal agreements.

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

Ability to record and evaluate a variety of information and prepare reports.

Ability to communicate effectively, orally and in writing.

Ability to apply effectively, general mathematical knowledge.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school or G.E.D. and four (4) years of work experience in job interviewing, referral and/or placement, credit investigation, collection work or related public contact work obtaining, analyzing, and/or evaluating data;

OR

an equivalent combination of experience and education substituting thirty (30) semester hours or its equivalent of undergraduate coursework at an accredited college or university for one (1) year of the required experience to a maximum substitution of four (4) years.

REVENUE AUDITOR I

DEFINITION

Under supervision, audits business and individual records to establish tax liability; Performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Performs investigations and audits the financial and related operating records of various types of business firms and individuals who are liable for state taxes.

Audits the books and records of gasoline and special fuel distributors, special fuel dealers and special fuel users to assure compliance with motor fuel laws, rules, and regulations.

Performs office audits of returns and related documents filed by domestic corporations.

Confers with taxpayers to clarify any questionable or incomplete tax returns filed by them.

Reviews taxpayers' protests against assessments with superiors.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of accepted accounting and auditing principles and practices.

Knowledge of Iowa tax laws, rules, and regulations.

Ability to apply accounting and auditing techniques.

Ability to prepare clear, complete and concise reports.

Ability to obtain the cooperation of taxpayers and use tact, courtesy and initiative in obtaining information.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with a minimum of twelve (12) semester hours in accounting

OR

an equivalent combination of education and experience, substituting one (1) year full time paid employment in professional accounting or auditing for each year of the required college education with the maximum substitution of four (4) years.

REVENUE VOUCHER 1

DATE

THIS VOUCHER IS TO BE USED FOR THE PAYMENT OF TAXES AND FEES. IT IS TO BE FILLED OUT BY THE TAXPAYER AND SUBMITTED TO THE TAX AUTHORITY.

THE TAXPAYER MUST FILL IN THE FOLLOWING INFORMATION: NAME, ADDRESS, TAXPAYER'S IDENTIFICATION NUMBER, AND THE AMOUNT OF TAXES AND FEES PAID.

THE TAX AUTHORITY WILL USE THIS INFORMATION TO VERIFY THE TAXPAYER'S LIABILITY AND TO ISSUE A RECEIPT FOR THE PAYMENT.

THIS VOUCHER IS VALID FOR A PERIOD OF 12 MONTHS FROM THE DATE OF ISSUANCE.

THE TAXPAYER MUST KEEP THIS VOUCHER FOR AT LEAST 5 YEARS FOR TAX PURPOSES.

THE TAX AUTHORITY WILL NOT BE RESPONSIBLE FOR THE LOSS OR DESTRUCTION OF THIS VOUCHER.

THE TAXPAYER MUST SIGN AND SEAL THIS VOUCHER AT THE TIME OF PAYMENT.

THE TAX AUTHORITY WILL NOT ACCEPT THIS VOUCHER IF IT IS NOT PROPERLY FILLED OUT.

THE TAXPAYER MUST FILL IN THE FOLLOWING INFORMATION: NAME, ADDRESS, TAXPAYER'S IDENTIFICATION NUMBER, AND THE AMOUNT OF TAXES AND FEES PAID.

THE TAX AUTHORITY WILL USE THIS INFORMATION TO VERIFY THE TAXPAYER'S LIABILITY AND TO ISSUE A RECEIPT FOR THE PAYMENT.

THIS VOUCHER IS VALID FOR A PERIOD OF 12 MONTHS FROM THE DATE OF ISSUANCE.

THE TAXPAYER MUST KEEP THIS VOUCHER FOR AT LEAST 5 YEARS FOR TAX PURPOSES.

THE TAX AUTHORITY WILL NOT BE RESPONSIBLE FOR THE LOSS OR DESTRUCTION OF THIS VOUCHER.

THE TAXPAYER MUST SIGN AND SEAL THIS VOUCHER AT THE TIME OF PAYMENT.

THE TAX AUTHORITY WILL NOT ACCEPT THIS VOUCHER IF IT IS NOT PROPERLY FILLED OUT.

THE TAXPAYER MUST FILL IN THE FOLLOWING INFORMATION: NAME, ADDRESS, TAXPAYER'S IDENTIFICATION NUMBER, AND THE AMOUNT OF TAXES AND FEES PAID.

REVENUE EXAMINER I

DEFINITION

Under immediate supervision, performs entrance level examinations of tax returns for accuracy; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Examines tax returns and related documents and recommends assessment of additional tax or refunds of tax overpayments. Selects and assigns tax files for investigations or audit. Corresponds with field staff to clarify questionable or incomplete items contained in tax returns.

Assists taxpayers in preparing current and delinquent tax returns.

Corresponds and confers with taxpayers concerning requirements of specific laws, rules, and regulations.

Determines bond requirements of sales and use taxpayers.

Performs related work as required.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of accounting methods and procedures.

Some knowledge of general business practices.

Ability to understand and relate Iowa tax laws and their application.

Ability to determine accuracy of tax returns.

Ability to apply accounting rules and regulations.

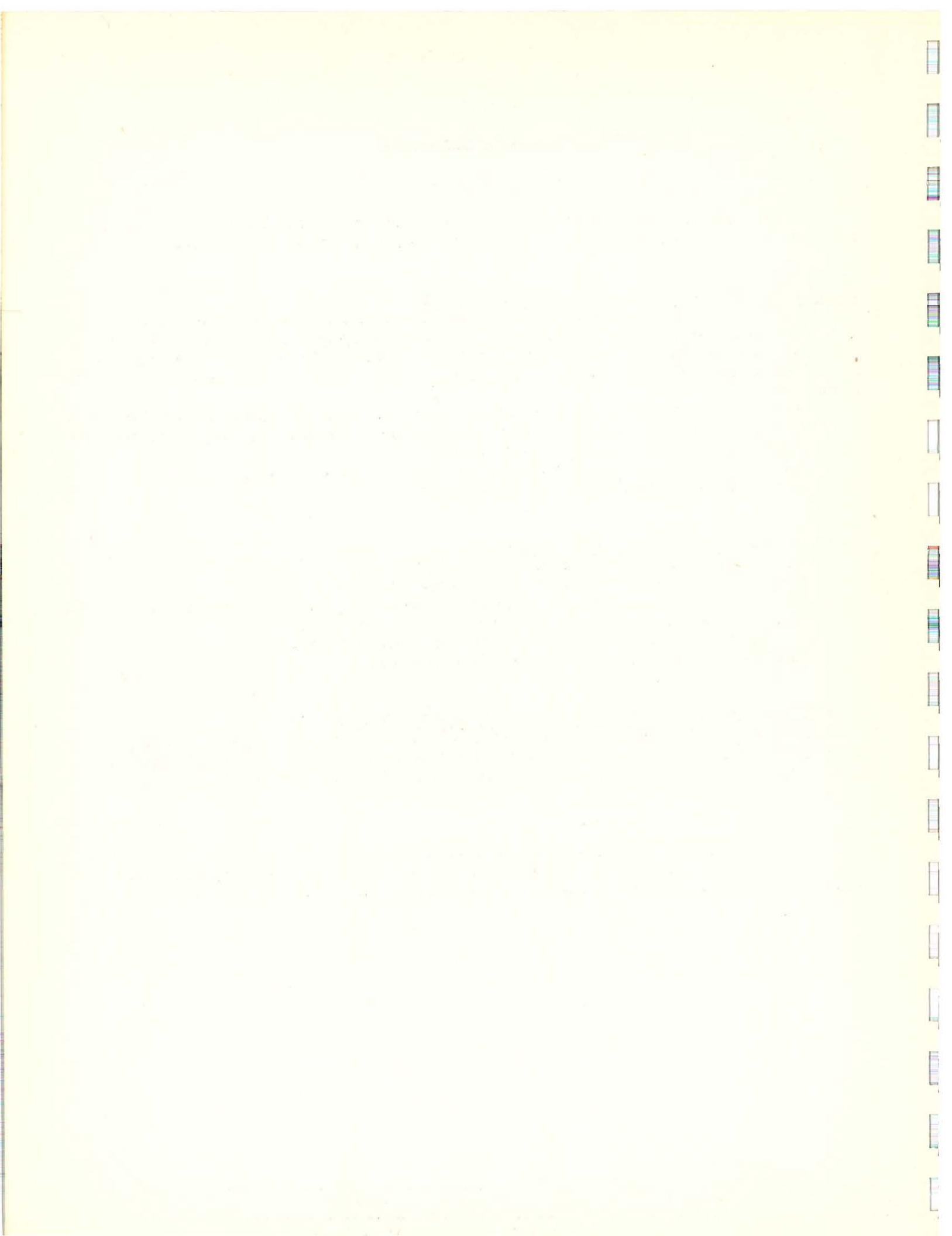
Ability to speak and write effectively.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with major course work in business administration, public administration, industrial management or similar course work;

OR

an equivalent combination of education and experience, substituting one (1) year of professional accounting or auditing experience for each year of education with a maximum substitution of four (4) years.



RIGHT OF WAY AIDE III

DEFINITION

Under general to administrative supervision provides limited supervisory or specialized technical support in right of way activities; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Supervises and participates in review, correction and establishment of right of way design including EDP applications establishes final borrow area location, participates in field review, recommends correction or establishment of entrance locations, designs complex takings, and participates in coordination of right of way design with the Road Design Department, Soils Department, and the various District and Resident offices.

Actively provides supervision in the review, correction, and drafting of condemned land descriptions, notices, support documentation, and complex court exhibits. Participates in the coordination necessary to maintain scheduled condemnations and assists in the preparation of special condemnation procedures, notices, and processes.

Maintains supervision over and participates in the review, correction, and drafting of land description and instruments, the drafting of special real estate closing instructions and either participates in coordination of real estate closing schedules or represents the Highway Commission at the real estate closing and certifies acquisition of required record land title.

Participates in the resolution of non-routine problems associated with maintaining the integrity of the departmental cost accounting system. Coordinates maintenance of departmental payroll and supply and equipment inventory. Supervises and participates in the review and preparation of all types of right of way expenditure claims and required support documentation.

Supervises and participates in reimbursement cost eligibility review, reconciles statements, certifies cost and income reports and participates in coordinating the orderly and timely billing of project costs necessary to maintain Highway Commission fiscal obligation schedules.

Searches and prepares, or reviews, official certificates of record title to determine and record on right of way design, plans the limits of land that must be described to enable the Highway Commission to exercise its power of Eminent Domain in a manner consistent with the requirement of State Law.

Oversees the review and correction of manually or mechanically drafted plats, strip maps, and other graphic exhibits, and participates in coordinating their production in accord with departmental condemnation and road closure, or land conveyance and permanent record keeping, or land sale requirements and performs special drafting assignments.

RIGHT OF WAY AIDE III (Continued)

Participates in and supervises the coordinating of the lease or disposal of inventoried land or improvements, and processes complex and special land or improvement leases or disposals; or supervises, coordinates and maintains operational land valuation or land acquisition or land and improvements inventories and supporting documents as required by both State and Federal law and necessary to the appraisal, acquisition, management or disposal of land and improvements.

Travels to project location, catalogs nature and extent of project land use, contacts knowledgeable persons to obtain estimates of general area land values, reviews historical departmental appraisal and land acquisition cost information and estimates project and parcel costs of right of way acquisition.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the documents, policies and procedures in the assigned phase of right of way activities.

Knowledge of the instruments of right of way conveyance.

Ability to plan, assign, and direct the work of subordinates.

Ability to write and analyze technical data.

Ability to interpret engineering plans and sketches.

Ability to establish and maintain effective working relationships with others.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. High school graduation or G.E.D. and three (3) years of right of way aide or equivalent Aide level experience;

OR

an equivalent combination of experience and education substituting one (1) year of course work in an accredited college or university for each year of experience up to a maximum of three (3) years.

I O W A

RIGHT OF WAY APPRAISER I

DEFINITION

Under immediate supervision in the capacity of a trainee, participates in the preparation of appraisal reports estimating the value of real estate and other real property for the purpose of acquiring highway right of way; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Assists an experienced appraiser in developing appraisals of farm, commercial, industrial and residential properties which will be involved in a proposed new highway construction project.

Participates in the use of highway plans, parcel file data, aerial photos, soil maps, building cost indices, real estate deeds and contracts, etc., as basis for developing an opinion of market value.

Assists in the inspection of real estate properties, both land and buildings, and the interviewing of property owners, real estate agents, bankers, mortgage loan officers, etc., for the purpose of gathering value information.

Learns to analyze data that has been gathered and personally processes it into an indication of value by using appropriate appraisal techniques.

Learns to write appraisal reports setting forth an opinion of proper market value for the real estate in question, the techniques used in arriving at that opinion and a written description of the property.

Learns to keep abreast of real estate trends; takes a self study course in reading plans and maps; and attends technical schools at state expense to learn the techniques of real estate appraisal.

Travels extensively throughout the state on appraisal and related assignments.

KNOWLEDGES, ABILITIES AND SKILLS

Ability to make and support a decision.

Ability to learn the real estate profession and the standard appraisal methods and techniques used in developing a substantiated opinion of value.

Ability to express ideas and analysis effectively both orally and in writing.

Ability to interview property owners and local professional people effectively.

Ability to work with others and use tact and initiative in performing work assignments.

Ability to work successfully without direct supervision.

ADOPTED: 7-1-69

REVISED: 8/12/74

CLASS CODE: 04115

RIGHT OF WAY APPRAISER I (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four (4) year college or university with major coursework in Real Estate, Business, Economics, Agriculture or Engineering;

OR

an equivalent combination of education and experience substituting one (1) year of full-time employment in real estate appraisal, real estate acquisition, real estate sales, real estate management or other related real estate activities for each year of the required education to a maximum of four (4) years;

OR

satisfactory completion of American Institute of Real Estate Appraisers Course I or I-A, or the Society of Real Estate Appraisers Course 101, or the American Society of Farm Managers and Rural Appraisers Course I or "Rural" may be substituted for one year of experience.

I O W A

ROADSIDE DEVELOPMENT SPECIALIST I

DEFINITION

Under immediate to general supervision, performs entry level professional work in the development and enhancement of the right-of-way and adjacent areas; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Develops plans for landscape projects and safety rest areas.

Makes pre-design field examinations to determine the requirements of the projects.

Prepares sketches and plans for projects.

Provides technical assistance during construction of safety rest areas and landscaping projects.

Provides technical assistance to maintenance personnel in the management of roadside vegetation.

Assists in the preparation of plans for primary rest areas and plantings sponsored by civic organizations.

Assists in the planning and preparation of roadside development seminars.

Assists in preliminary surveys, plan preparation and preparing estimates for erosion control projects.

Inspects projects under consideration for erosion control construction.

Assists in coordination of erosion control research with other agencies.

Reviews research papers pertaining to roadside development.

Assists in inspection of the quality of erosion control material and assures conformance with standards of technical adequacy.

Assists in preparing replies for requests from the general public for information pertaining to erosion control techniques.

Participates in field trips to coordinate roadside development objectives and activities.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the principles and techniques related to roadside development and landscape design.

Knowledge of the environmental problems affecting the development of roadside areas.

Ability to interpret and apply agency policy.

Ability to plan work, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to work effectively with others.

Ability to express ideas orally and in writing.

Ability to speak before public and private groups.

Ability to identify the various plant materials used in landscape design.

ADOPTED: 7/1/69

REVISED: 12-10-73

CLASS CODE: 04235

ROADSIDE DEVELOPMENT SPECIALIST I (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from a four year college or university with major course work in agronomy or landscape architecture.

NOTE: The Highway Commission may be granted selective certification for one or the other of the above major course work areas to fill positions in the Road Design Department.

SMALL LOAN EXAMINER I

DEFINITION

Under immediate to general supervision, performs beginning level field audits by examining records and financial statements of small loan, debt management, and money order companies operating in Iowa for compliance with statutory and banking Department requirements; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Learns applicable small loan laws and regulations through assigned readings in order to apply these laws and regulations to actual situations.

Conducts specific phases of the audit by applying specific auditing techniques under close review of a higher level examiner in order to learn how to analyze accounts, verify accounting procedures and reconcile records such as:

Verifying footings, extensions and postings on work sheets and ledgers, posting entries to work sheets, totaling data and assisting in preparing supporting schedules and financial statements.

Counting cash and reconciling accounts; operating adding machine and calculator, examining loan accounts, interest and other changes, terms of repayment, insurance and related documents to determine if in conformance with appropriate laws.

Assisting in reconciling loan balances at the beginning and end of year.

Verifying that borrower has received copy of loan transaction and that refunds where appropriate have been made.

KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the principles and practices of accounting and auditing; of the principles of business law.

Ability to read, comprehend and apply appropriate state small loan laws and regulations; to analyze and interpret small loan accounting and financial data; to express ideas effectively, orally and in writing; to operate adding machines and calculators; to establish and maintain effective working relationships with fellow trainees, superiors and representatives of small loan companies subject to examination; to type, not requiring the touch system, where accuracy rather than speed is important.

Availability for overnight travel in an assigned area of Iowa.

ADOPTED:

10-69

REVISED:

10/24/72

CLASS CODE: 00435

SMALL LOAN EXAMINER I (Continued)

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with a minimum of twelve (12) semester hours in accounting, money and banking, business administration, finance, or economics;

OR

an equivalent combination of education and experience substituting one (1) year of full time paid employment in preparing and maintaining or in auditing accounting and financial records or as a loan officer for a bank, trust company, loan institution, credit union, governmental regulatory agency or accounting firm for each one (1) year of the required college or university education;

OR

an equivalent combination of education and experience substituting, on a year for year basis, satisfactory completion of a post high school curriculum in accounting, money and banking, business administration, finance, or economics at a recognized business or area school, junior college, or college for each year of experience.

I U W A
SOCIAL WORKER I

DEFINITION

Under immediate supervision, as training and experience are gained, performs social work within specific guidelines in a county, area office or institution; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Applies casework principles to field case work situations, giving assistance to various clientele groups.

Assumes a partial caseload of pre-selected cases as training and experience increase.

Takes a position on an institutional interdisciplinary treatment team; observing, learning, and applying to some patients or families, limited institutional casework and group services.

Performs outreach activities gathering and learning how to evaluate, information necessary to develop an assistance or treatment program.

Fills out all necessary forms and papers, learning their purpose and function.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of human growth and behavior, counseling skills and techniques.

Some knowledge of the basic environmental and cultural factors inherent in social work.

Some knowledge of home-finding and placement methods and practices.

Ability to deal effectively with clients, staff and related community organizations.

Ability to interpret and apply rules, regulations, policies, and procedures governing a social welfare program.

Ability to prepare case records and progress reports.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college.

ADOPTED: 7/1/69

REVISED: 3/1/72

CLASS CODE: 03012

SOCIAL WORKER II

DEFINITION

Under direct to general supervision, performs professional social work within guidelines in a county, area office, institution, or the central office; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Provides basic social work services in programs of Old Age Assistance, Aid to the Blind, Aid to Dependent Children, Aid to the Disabled, and related programs; carries a full caseload.

Provides basic social work services and placement services for dependent, neglected and delinquent children who have been committed to institutions, in facilitating their re-integration into the community.

Serves as a member of an institutional interdisciplinary treatment team; providing casework and group work services.

Performs outreach activities gathering and evaluating information regarding clients or programs, developing an assistance or treatment program, and coordinating activities with relevant community agencies, as directed.

Gives guidance to subordinate classes of employees as directed.

Completes or directs the preparation of necessary records and reports.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the basic environmental and cultural factors inherent in social work.

Knowledge of the principles of human growth and behavior, interviewing skills and techniques, and community resources.

Knowledge of home-finding and placement methods and practices.

Some knowledge of the current literature and trends in social casework.

Ability to interpret and apply rules, regulations, policies, and procedures governing a social welfare program.

Ability to deal effectively with clients, staff, and related community organizations.

Ability to communicate effectively, orally, and in writing.

Ability to prepare case records and progress reports.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college and one (1) year of full-time paid employment in a social work capacity in a public or private agency;

OR

a Bachelor's degree in social work from an accredited college;

ADOPTED: 7/1/69

REVISED: 3/1/72

CLASS CODE: 03013

SOCIAL WORKER II (Continued)

OR

an equivalent combination of graduate education and qualifying experience up to a maximum of thirty (30) semester hours for one (1) year of the required experience.

03013

STATISTICAL ASSISTANT I

DEFINITION

Under immediate to general supervision, performs a variety of statistical procedures and techniques related to the application of numerical data; performs related duties as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Collects and compiles data to be used in additional statistical workups.

Extracts and compiles statistics from varying source material such as survey forms, questionnaires, and operating records.

Assists in the preparation of questionnaires, tabulation forms, tables, charts, graphs, and related materials.

Assists in the preparation of simple statistical records and reports.

Reviews gathered data for accurateness, conformity to known trends or standards and assists in evaluating such variations.

Assists in the application of predetermined mathematical techniques to original data resulting in an alteration of the original information.

Operates calculator and adding machine as necessary.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of statistical principles, methods, and procedures.

Some knowledge of the sources and types of statistical data.

Ability to write reports and summarize statistical data.

Ability to communicate effectively, orally, and in writing.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school or G.E.D. and successful completion of thirty (30) semester hours of accredited college course work including or supplemented by three (3) semester hours of statistics, mathematics, and/or economics course work;

OR

substitution of the successful completion of forty-five (45) semester hours of accredited college course work for the minimum qualifications;

OR

ADOPTED: 7-1-69

REVISED: 11-16-71

CLASS CODE: 0740

STATISTICAL ASSISTANT I (continued)

an equivalent combination of education and experience substituting six (6) months of successful full-time paid employment in clerical work involving some collection, compiling, and/or editing of numerical data for each fifteen (15) hours of the required college course work,

OR

an equivalent combination of education and experience substituting six (6) months of successful full-time paid employment in clerical work involving some collection, compiling, and/or editing of numerical data for the required three (3) hours of statistics, mathematics, and/or economics course work;

OR

FOR PERMANENT EMPLOYEE PROMOTIONAL PURPOSES ONLY

A permanent employee with a total of twelve (12) months of full-time paid employment as a Clerk III with the employing agency will be considered as qualifying.

STATISTICAL RESEARCH ANALYST I

DEFINITION

Under immediate to general supervision, this is technical work in obtaining, compiling, evaluating and reporting of statistical data; performs related work as is required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Applies established theory, techniques and methodology to a limited number of standard research and reporting assignments.

Conducts surveys to obtain program information, prepares estimates and maintains records, assists in the establishment of benchmarks and internal controls.

Determines or recommends the scope and size of samples and resources to be used; edits statistical data for accuracy, completeness and consistency; develops reporting forms.

Assists or prepares directives sent to offices which are affected by changes in procedures and methodology, corresponds with offices in matters related to the program.

Attends meetings and conferences to clarify reporting procedures and keep current in revisions or alterations in operating procedures.

Provides lead supervision to clerical employees assigned to the program.

Prepares standard statistical reports and assists in the preparation of complex statistical reports.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of mathematics and statistical methods and techniques.

Some knowledge of research methodology.

Some knowledge of mechanical and electronic equipment used in processing data.

Some knowledge of the sources of data and methods of obtaining data.

Ability to analyze and interpret complex statistical material and to present analyses and conclusions clearly and precisely.

Ability to plan and execute limited research projects.

Ability to express ideas effectively, orally and in writing.

STATISTICAL RESEARCH ANALYST I (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from high school or G.E.D. and five (5) years of full-time paid employment involving responsible technical statistical analysis or economic research work;

OR

graduation from an accredited college or university and one (1) year of the above experience;

OR

graduation from an accredited college or university including or supplemented by twelve (12) semester hours or its equivalent of college course work in statistics, mathematics, and/or economics;

OR

an equivalent combination of any of the above education and experience.

FOR PROMOTIONAL PURPOSES ONLY

An employee with a total of eighteen (18) months of successful full-time paid employment as a Statistical Assistant II with the Iowa employing agency will be considered as qualifying;

OR

an employee with a combined total of forty-eight (48) months of successful full-time paid employment as a Statistical Assistant I and II with the Iowa employing agency will be considered as qualifying.

THERAPEUTIC DIETITIAN

DEFINITION

Under general supervision, performs professional therapeutic dietary work in writing modified diets; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Plans, revises, and installs modifications in master menus and writes special medically prescribed diets.

Supervises the writing of all modified diets for patients and assures that correct procedures in preparing diets are followed; makes ward rounds with medical teams discussing dietary problems of patients.

Prepares and controls the maintenance of diet prescriptions, nourishment orders, and special dietary patient files.

Visits wards and obtains food tolerance information from patients and staff; gives diet instructions to patients.

Instructs a dietary assistant in recording, menu modification, and related technical work.

Directs the preparation of special dietary foods as required for instructional or special care purposes.

KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of dietetics including nutrition, food cost, availability and adaptability of food for modified diets.

Knowledge of dietary problems that institutional residents may have.

Knowledge of the terminology used by the medical staff in diet prescriptions.

Knowledge of the current literature, trends, and developments in the field of dietetics.

Ability to modify the master menu to prepare medically ordered diets for institutional residents.

Ability to establish and maintain effective working relations with the medical, nursing, and dietary staffs.

Ability to maintain appropriate dietary records.

Ability to instruct, train, and supervise the work of subordinates.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from college with major course work in dietetics, nutrition, food management, or a closely related field;

OR

ADOPTED: 7-1-69

REVISED: 11-16-71

CLASS CODE: 7344

Therapeutic Dietitian (Continued)

an equivalent combination of education and experience substituting two (2) years of college work in dietetics, nutrition, food management, or a closely related field and two (2) years full-time paid experience in a capacity similar to a Therapeutic Technician in a commercial, military, or institutional setting for the minimum qualifications.

7344

UTILITY FINANCIAL EXAMINER I

DEFINITION

Under immediate supervision, on a training basis, assists in conducting examinations and research of revenue requirements, rate design and level, and/or accounting methods, theory and compliance with required accounting systems, for public utilities subject to regulation by the Iowa Commerce Commission; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Applies the basic knowledges, abilities and skills indicated below to prepare for advanced level assignments in economic research, rate design, and/or accounts examinations, such as:

Assisting in the examination of accounts, records, tariff filings, and annual reports of public utilities for completeness and accuracy.

Compiling statistical data and preparing working papers to substantiate and document findings and preparing technical exhibits to be used at Commission hearings.

Assisting in research projects in the areas of utility cost of capital, utility rate design, and/or utility accounting methods to provide specific data on operating costs, rate structure, and compliance with Commission regulations.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of generally accepted accounting principles and practices and their application; of auditing principles, practices, procedures, and their application; of economic theory and economic research methods; of basic business finance, business law and business organization; of statistical inference.

Ability to apply these knowledges to specific work assignments; to learn and apply provisions of law governing public utilities in Iowa, related legal opinions and court decisions, and orders of the Commission applicable to financial practices of public utilities; to meet with and obtain the cooperation of individuals or representatives of utilities subject to regulation; to prepare clear, complete, and concise reports; to speak and write effectively.

Availability for travel as necessitated by work assignments and possess or be able to obtain a valid Iowa driver's license.

ADOPTED: 12-21-70

REVISED: 4-9-73

CLASS CODE: 00528

IOWA MERIT EMPLOYMENT DEPARTMENT

UTILITY FINANCIAL EXAMINER I (Continued)

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with 12 semester or equivalent hours of accounting;

OR

high school graduation or GED and four (4) years of full time paid employment in accounting (including auditing or preparing financial statements), economic research or financial analysis may be substituted for the college or university degree;

OR

high school graduation or GED, completion of a correspondence series of courses in accounting and three (3) years of the qualifying experience may be substituted for the college or university degree;

OR

high school graduation or GED, and any combination of post high school education at a recognized technical, military, or area school, junior college, college or university and qualifying experience which totals four (4) years (provided that each year of education must have included three (3) semester hours of accounting) may be substituted for the college or university degree.

WATER RESOURCES ENGINEER I

DEFINITION

Under general supervision performs professional field and office work in the evaluation and inspection of natural resources engineering projects; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Performs technical evaluation of all engineering designs submitted for bridges, levees, flood plain fills, erosion control structures and dams.

Performs engineering work involved in the collection of basic data on surface water, ground water, water quality, climatology, hydrology, geology, land classification, topography, mineral resources, crops, industry and population.

Inspects project sites for hazard classifications, maintenance and construction.

Prepares council reports, memoranda, and letters to consultant engineers, corporations, federal, state and local agencies and other interested individuals to obtain or distribute information.

Coordinates projects between federal, state, and local agencies by attending joint meetings with them and other private groups and individuals.

Conducts technical review of hydraulic and hydrological problems and techniques; collects related data on various projects.

KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles, practices and methods of civil engineering, hydraulics, and hydrology.

Knowledge of soils, surveying techniques and instruments.

Ability to use sound independent judgement in engineering problems.

Ability to present facts, data and opinions clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with others.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with major course work in civil or related engineering.

ADOPTED: 7-1-69

REVISED: 3-20-72

CLASS CODE: 05445

IOWA MERIT EMPLOYMENT DEPARTMENT

THE FIRST PART OF THE
HISTORY OF THE
CITY OF NEW YORK
FROM 1609 TO 1789

IN TWO VOLUMES.
BY
JOHN B. HENRY.
NEW YORK:
PUBLISHED BY
J. B. HENRY, 10 NASSAU ST.
1854.

THE SECOND PART OF THE
HISTORY OF THE
CITY OF NEW YORK
FROM 1789 TO 1846

BY
JOHN B. HENRY.
NEW YORK:
PUBLISHED BY
J. B. HENRY, 10 NASSAU ST.
1854.

WILDLIFE BIOLOGIST I

DEFINITION

Under general supervision, performs beginning level professional wildlife research and/or management work within a small geographaical or ecological area; supervises lower level conservation personnel; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Research biologists will carry out relatively independent investigations on a smaller scale than supervisory biologists and will assist them on the more involved projects. They will collect various types of biological data, as in the conducting of statewide population surveys and harvest inventories in relation to the wildlife species assigned them. They will assemble and analyze these and other biological data and prepare preliminary reports and recommendations for action.

Management biologists will be charged with the planning and implementing of wildlife management practices on state owned public hunting areas within their territory of assignment. They have the major assignment of promoting wildlife habitat improvement on public and private lands. This will be extension-type work requiring considerable contact with individual farmers, farm managers, farm planners, farmers' organizations, SCS and ASCS officials, county extension agents, county conservation boards, and any other local groups with interests related to wildlife.

Conducts biological reconnaissance surveys as required for proposed land purchases to be developed into wildlife areas. Biologists will assist in conducting routine local game surveys as part of statewide programs and may help in collection of data for research projects involving assigned territories.

Conducts specific research investigations or management programs as directed within assigned ecological or geographical areas, both on public and private lands.

Prepares progress and other routine reports on assigned projects and programs; may be of a technical nature for use of staff or other concerned agencies, popular articles for the public, or papers acceptable for submission to technical journals of regional or national circulation in conjunction with supervising biologists.

Supervises conservation technicians and/or workers, plus temporary or seasonal help that may be necessary for certain projects. Cooperates with other biologists on projects requiring special assistance or team work.

Conducts public relations work on a local basis related directly to the area of assignment.

WILDLIFE BIOLOGIST I (continued)

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of professional wildlife principles and practices.

Some knowledge of the conservation practices required in Iowa.

Some knowledge of the principles and practices of supervision and management.

Some knowledge of the use of technical and specialized wildlife equipment and tools.

Ability to express ideas effectively orally and in writing.

Ability to deal tactfully with the public.

Ability to make decisions based on available data and facts.

Skill in the operation of manual mechanical tools and equipment used in wildlife work.

Ability to withstand strenuous physical work.

Ability to work outside under all types of conditions.

Some knowledge of departmental policies, procedures, and regulations of the Iowa Conservation Commission pertaining to wildlife practices.

Ability to plan, organize, and control the work of subordinates.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with major course work in the biological sciences including a minimum of nine (9) semester hours of course work in wildlife biology.

FOR PROMOTIONAL PURPOSES ONLY

Two (2) years of experience as a Conservation Technician assigned to the Wildlife Section of the Iowa Conservation Commission will be considered as qualifying.

YOUTH COUNSELOR I

DEFINITION

Under immediate to general supervision, performs counseling and therapeutic work in a treatment and habilitation program for adjudicated delinquents at a state institution; performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Participates in planning and reviewing a cottage life and treatment program for delinquent adolescents in unit of responsibility.

Provides long range goal, treatment oriented counseling for residents both individually and in groups under the supervision of a Youth Counselor II.

Interviews families of residents; secures, verifies, and evaluates information concerning residents homelife, family relationships, delinquent history, or other pertinent social factors; prepares social histories, progress notes, pre-release summaries and various reports; refers to family therapy unit, or may be a member of a family therapy team.

Confers with social work, medical, psychology, education, administrative and other professional staff on problems of youth in units of responsibility.

Participates in staff meetings and diagnostic case evaluations; pursues treatment plans developed.

Assists in coordinating cottage activities with institutional goals and objectives.

Outlines to Youth Services Workers proper procedures in handling individual youths in the cottage; interprets technical terms pertinent to treatment plans to Youth Services Workers.

Participates in maintenance of standards of sanitation, security, discipline, and order.

Visits prospective employers or public school officials, occasionally, to facilitate placements of youth.

Conducts correspondence concerning youth in area of responsibility required.

Transports youth to hospital, job interviews, home.

Participates in supervision of cottage recreational activities.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of human growth and behavior; especially as it relates to juvenile delinquency.

Some knowledge of social factors relating to juvenile delinquency and their relationship to treatment plans.

Some knowledge of the means of group supervision and disciplines.

Some knowledge of basic terminology encountered in the development and use of a treatment plan for maladjusted youth.

Ability to develop techniques and acquire skills in interviewing, counseling, and casework.

Ability to recognize and report behavior patterns, and to incorporate this information into treatment goals and plans.

OPTED: 10-1-68

REVISED: 6-29-72

CLASS CODE: 03055

YOUTH COUNSELOR I (Continued)

Ability to establish and maintain satisfactory working relationships with residents, staff, and the public.

Ability to interpret and apply laws, rules, and regulations, policies and procedures governing the institution.

Ability to communicate effectively both orally and in writing.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Minimum. Graduation from an accredited four (4) year college or university with a minimum of twelve (12) semester hours in psychology, sociology, criminology, mental health, or social work;

OR

an equivalent combination of education and experience substituting one (1) year of experience in a treatment and habilitation program for delinquent, dependent, neglected, or emotionally disturbed youth at the level of Youth Services Worker II, for each year of the required college or university education up to a maximum of two (2) years with the resulting remaining required two (2) years of college or university education including at least nine (9) semester hours in psychology, sociology, criminology, mental health, or social work;

OR

an equivalent combination of education and experience substituting one (1) year of experience in a treatment and habilitation program for delinquent, dependent, neglected, or emotionally disturbed youth at the level of a Youth Services Worker III or above for each year of the required college or university education up to a maximum of four (4) years;

OR

completion of a Human Services Sequence as offered by the Merged Area VI Community College shall be considered as meeting two (2) years of the required college or university education when combined with the above mentioned substitutions of qualifying experience.