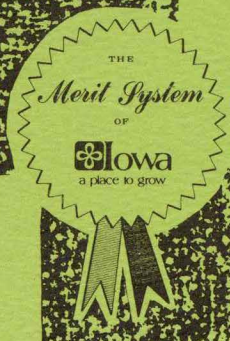


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**opportunities
for college
graduates in
IOWA
state government**



351.3
Iow



Iowa State Government invites you to consider a career with a future as well as rewarding professional work now! Because Iowa services are ever changing... ever growing...the agencies have a continuous need for men and women who have the education and interest, energy and dedication, to become important team members. The wide range of significant jobs and the opportunity for added responsibility are virtually unparalleled in private industry. Positions under the Merit System of Personnel Administration offer:

- ...An Equal Opportunity Employer
- ...In-Service Training
- ...Promotional Opportunity
- ...Paid Sick Leave
- ...Merit Raises
- ...Job Protection
- ...Optional Group Insurance
- ...Paid Vacations and Holidays
- ...Workmen's Compensation
- ...Credit Union
- ...Retirement Benefits
- ...Incentive Awards
- ...Satisfaction in helping maintain the health, safety, and welfare of fellow citizens of Iowa.

NOT A COLLEGE GRADUATE? You may still be able to qualify for several of the job classifications in this booklet since many allow for substitution of specific experience for all or part of the required college education.

June 1, 1970

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Iowa Employment Security Commission
1000 East Grand Avenue
Des Moines, Iowa 50319

WHAT TO APPLY FOR

THIS GUIDE PRESENTS SELF-HELP in selecting the job classifications(s) for which to apply. Keep in mind that in some classes, education may be substituted for experience or vice versa. Any individual whose application has been approved as meeting the minimum requirements of education, training and/or experience for a specific classification may qualify as a candidate for employment. Some specifications are under study currently, and may be changed. New specifications will be circulated as they are approved.

See our separate booklet on job classes with the state which require grammar school or high school education.

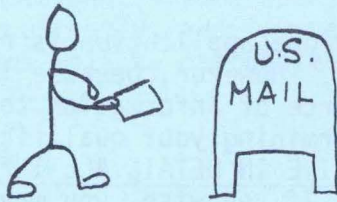
APPLICATIONS

HOW TO APPLY: Applications may be obtained from the Merit Employment Department, Grimes Building, East Fourteenth and Grand, Des Moines, Iowa, 50319, upon request or in person. Many of the departments and agencies also have applications available.

Only one application is required per applicant. However, because it is the major source of information to be considered when determining your qualifications, BE SURE TO GIVE IN DETAIL ALL INFORMATION REQUESTED. If you wish, you may show experience previous to the ten years requested on the application. Under "Title of Examination or Position Applied For", write at least one job class for which you wish to apply. Otherwise, your application will be returned to you requesting that you indicate a specific job classification of interest.

An admission card (M-7) for each job class applied for should be submitted with the application.

APPLICATIONS MAY BE MAILED TO, OR SUBMITTED AT, Merit Employment Department office or to an agency where application is being made. Approval of the application by Merit Employment Department must be given before an examination can be scheduled or an applicant appointed to a position.



After you have filed your application, YOU WILL BE NOTIFIED of your eligibility or ineligibility for the job class. If a written, performance, or aptitude test is required, the time and place to appear for the examination will be included. Three hours time is allowed for the written examination. For clerical classes, written and performance tests are usually administered the same day.

Graduation from an accredited 4-year college or university with a degree in: (See ± legend)

<u>LIBERAL ARTS (Varied)</u>		<u>Salary Range</u> <u>Start./Max.</u>
0733	*Management Analyst I	\$ 610- 818
0750	±Information Specialist I	581- 742
0766	±Personnel Officer I	581- 742
0772	*Personnel Analyst I	610- 818
0804	±Employment Interviewer I	553- 707
0810	*Employment Counselor I (15 S.H. Psych. related courses)	610- 818
0840	±Claims Interviewer	553- 707
2110	*Activities Specialist I	581- 742
2425	±Public Health Representative	581- 742
3015	*Social Worker I	527- 742
3055	*Youth Counselor I	581- 742
6448	±Parole & Probation Officer	581- 742

NATURAL SCIENCES OR RELATED

2226	*Pharmacist (Internship & Iowa Lic.)	707- 947
4235	* --Roadside Development Specialist I-- (Special course work)	610- 818
4405	*Geologist I	610- 818
4510	±Public Health Sanitarian I	581- 742
4415	*Chemist I	610- 818
5316	--Fisheries Station Manager-- (Spec. course work)	553- 707
5330	*Unit Game Mgr. I (Spec. course work)	581- 742
5345	*Wildlife Biologist I (Spec. course work)	581- 742

* Degree necessary;

± Qualifying experience may be substituted for all or portion of required education on a month-for-month basis;

--Low turn-over with 3 or less positions in state.

Graduation from an accredited 4-year college or university with a degree in: (See ± legend)

<u>BUSINESS OR RELATED</u>		<u>Salary Range</u> Start./Max.
0151	±Computer Programmer II	\$ 641- 859
0155	*Systems Analyst I (Spec. courses)	742- 994
0210	±Purchasing Agent I	553- 707
0310	±Accountant I (12 S.H. Acct'g.)	610- 818
0345	±Revenue Auditor I (12 S.H. Acct'g.)	581- 742
0350	±Revenue Examiner I	553- 707
0375	±Revenue Supervisor I	707- 947
0404	±Bank Examiner I (12 S.H. Acct'g.)	673- 902
0420	±Credit Union Examiner I (12 S.H. Acct'g.)	610- 818
0435	± --Loan Institution Examiner I--	610- 818
0444	± --Insurance Company Examiner I--	673- 902
0520	± --Transportation Rate Analyst I--	581- 742
0708	±Administrative Assistant I	581- 742
0721	*Budget Analyst I (12 S.H. Acct'g.)	673- 902
0743	*Stat. Research Analyst I (12 S.H. spec. courses)	610- 818
3002	±Social Services Auditor (12 S.H. Acct'g.)	581- 742

ENGINEERING OR RELATED

0665	±Labor Safety Educator	673- 902
4205	±Highway Engineer-in-Training (Iowa E.I.T. Cert.)	779-1044
4245	* --Architect I--	673- 902
4520	*Environmental Engineer I	779-1044

* Degree necessary;

± Qualifying experience may be substituted for all or portion of required education on a month-for-month basis;

--Low turn-over with 3 or less positions in state.

DEGREE and EXPERIENCE

Graduation from an accredited 4-year college or university and 1-2 years qualifying experience:
(See ± legend)

<u>LIBERAL ARTS (Varied)</u>	<u>Salary Range</u> Start./Max.
0764 ± --Training Officer I--	\$ 707- 947
0834 ±Job Developer (OJT)	610- 818
1310 ±Library Associate	478- 610
2435 * --Health Information Specialist--	641- 859
3083 *Homemaker Services Administrator	641- 859
3242 *Psychology Assistant	581- 742
3315 ±Civil Rights Field Representative	707- 947
3317 * --Compliance Officer--	779-1044
6330 *Traffic Safety Educator	707- 947
6418 *Correctional Counselor	641- 859

NATURAL SCIENCES OR RELATED

2025 *Nursing Educator (Iowa lic. R.N. or work permit)	581- 742
2130 *Physical Therapist I (Iowa license)	641- 859
2135 *Speech Therapist I	581- 742
2430 * --Public Health Dental Hygienist-- (Iowa license)	553- 707
2525 ± --Medical Records Consultant-- (Spec. course)	553- 707
5169 * --Senior Seed Analyst--	581- 742
5415 *Forester I	581- 742
7236 ±Food Service Supervisor II	553- 707

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- * Degree necessary;
 - ± Qualifying experience may be substituted for all or portion of required education on a month-for-month basis;
 - Low turn-over with 3 or less positions in state.

DEGREE and EXPERIENCE

Graduation from an accredited 4-year college or university and 1-2 years qualifying experience:
(See ± legend)

BUSINESS OR RELATED	Salary Range Start./Max.
0331 ±Public Accounts Auditor II	\$ 641- 859
0355 ± --Corporation Revenue Examiner I--	581- 742
0360 ± --Industrial Property Appraiser I--	707- 947
0462 ± --Insurance Licensing Examiner-- (Underwriter Cert.)	673- 902
0515 * --Public Utility Rate Analyst I--	779-1044
0530 ±Utility Auditor I	779-1044
0712 ±Administrative Officer I	673- 902
5132 ±Livestock Marketing Specialist (Agric. related course work)	581- 742

ENGINEERING OR RELATED

0545 * --Utilities Regulation Engr. I--	859-1151
0670 * --Labor Safety Officer--	902-1209
4020 *Resources & Program Planner	673- 902
4050 *Transportation Planner I	779-1044
4210 ±Highway Engr. I (Iowa E.I.T. Cert.)	859-1151
4255 * --Facilities Engineer I--	859-1151
4515 *Public Health Sanitarian (Milk)	673- 902
4625 * --Electrical Engineer-- (Iowa standards cert.)	779-1044
4747 * --Communications Manager--	818-1096
5445 *Water Resources Engineer I	818-1096
8426 ±Plant Engineer II	779-1044

* Degree necessary;

± Qualifying experience may be substituted for all or portion of required education on a month-for-month basis;

--Low turn-over with 3 or less positions in state.

GRADUATE DEGREES

	<u>D.D.S.</u>	<u>Salary Range</u>
		<u>Start./Max.</u>
2505	*Dentist (Iowa license)	\$ 994-1399

L.L.B.

0390	* --Inheritance Tax Examiner-- (2 yrs. law practice)	947-1269
0470	* --Securities Examiner-- (2 yrs. law practice)	818-1096
0650	*Legal Counsel (Iowa license)	902-1209
6077	* --Legal Instructor-- (Iowa lic. & 1 yr. law practice)	1044-1469

MASTER'S

BUSINESS

0809	± --Occupational Analyst-- (May sub. exp. & Bachelor's degree)	641- 859
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LIBERAL ARTS

1315	± --Librarian I-- (May sub. exp. & Bachelor's degree)	581- 742
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SCIENCES

2235	± --Bacteriologist (1 yr. exp.) (May substitute B.S. & added exp.)	641- 859
3245	*Psychologist I (Internship or 1 yr. exp.)	742- 994
5162	* --Entomologist--	707- 947

* Degree necessary;

± Qualifying experience may be substituted for all or portion of required education on a month-for-month basis;

--Low turn-over with 3 or less positions in state.

EXAMINATIONS

WRITTEN TESTS consist of multiple choice questions measuring general ability and knowledge required for the job. As in the example that follows, you will be asked to read the question from a booklet and mark your answer on a separate sheet:

Example: 1. The capital of Iowa is

- (1) Cedar Rapids
- (2) Iowa City
- (3) Council Bluffs
- (4) Des Moines
- (5) Burlington

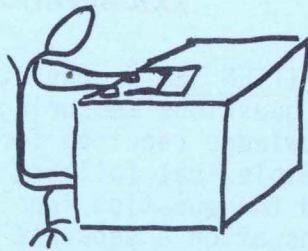
On the answer sheet, mark your answer by blackening the correct space.
Example:

1. 1 2 3 4 5

(Since 4 is the correct answer, the space at 4 is blackened.)

VETERAN'S PREFERENCE points are added to his score if an applicant has received an honorable discharge and has served during definite time periods as defined by state law.

TEST RESULTS will be mailed to the applicant approximately a week after the examination in most cases. Please do not call about your test results. No scores are given to applicants by phone. You may re-take the examination if your score is below a passing grade.



TEST TAKER TIPS: Normally there is no need to study in advance for the tests. Familiarity with the knowledge needed in the work you are seeking is the most helpful preparation. Getting a good night's sleep before the test will help you perform better than trying to "cram" on specific material.

Be sure to arrive at least fifteen minutes before you are scheduled to start. Listen well to the monitor. Read all the questions carefully before you answer them. You are not expected to know all the answers, but there will be many you can answer. Try to plan your time during the test, not spending too much time on any one question. If you have time at the end, review your answers.

ELIGIBLE LISTS

An eligible list of applicants who have taken and passed a particular WRITTEN EXAMINATION is established according to test scores. Scores are ranked with the highest at the top. It is from the eligible lists that the Merit Employment Department submits names to the state agencies wishing to fill vacancies.

FOR THOSE CLASSES NOT REQUIRING WRITTEN EXAMINATIONS, the Merit Employment Department staff reviews and formally rates your training and experience. Verification of these qualifications is checked by the agencies. Scores are ranked with the highest at the top. Your name is placed on the list of eligibles according to rank to be submitted to the departments or agencies wishing to fill vacancies.

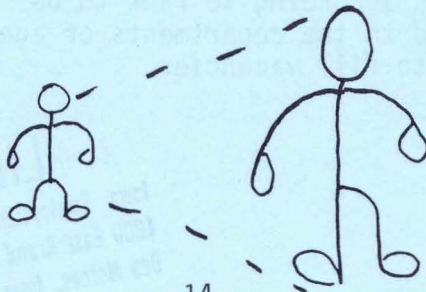
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Des Moines, Iowa 50319

AFTER APPOINTMENT

Persons appointed to a regular position must satisfactorily complete a PROBATIONARY WORKING PERIOD of one year which is considered a part of the selection procedure. SALARY STEPS (schedule of numbered pay increases) to which an employee may advance by merit are assigned for each classification. Starting at Step A, the periods of satisfactory service required for eligibility for a merit pay increase are: from Step A to B, and B to C - six months. Progression from Step C to D, Step D to E, and E to F - each one year. The service must be continuous.

SALARIES are currently under revision. New announcements will be available when proposed salaries have been approved.

IOWA MERIT SYSTEM....A PLACE TO GROW!



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IOWA MERIT EMPLOYMENT DEPARTMENT

GRIMES STATE OFFICE BLDG.
3RD FLOOR NORTH
EAST 14TH AND GRAND AVENUE
DES MOINES, IOWA 50319
TELEPHONE: 281-3215