

Job Family Description

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

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| SC1301 | Professional Svcs I | Grade 105 |
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Level Definition:

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

Knowledge Skills & Abilities

Ability to communicate effectively in writing and verbally. Ability to accurately follow both written and verbal directions. Ability to interact effectively with others in a professional manner. Skill in collecting, analyzing and organizing data. Ability to apply general rules to specific problems. Ability to set priorities and complete work assignments accurately and timely. Ability to use tools necessary for assigned work. Basic knowledge of industry practices and procedures. Basic ability to evaluate distinct information to form general conclusions. Skill in the use of analytical tools and data analysis methods.

Minimum Education & Experience

Bachelor's degree in a related field, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification, experience and/or qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

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| SC1302 | Professional Svcs II | Grade 106 |
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Level Definition:

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

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to prepare and maintain records and reports. Ability to work independently. Highly skilled in the use of analytical tools. Ability to devise solutions to administrative, people, or operational problems. Ability to plan, assign, and or supervise work of others. Highly developed knowledge, understanding, and application of the competencies required to be successful in the job and organization. Knowledge of laws and regulations pertaining to field of emphasis. Ability to make sense of, combine, and organize information into meaningful patterns. Proficient level knowledge of and ability to use tools necessary for assigned work.

Minimum Education & Experience:

Bachelor’s degree in a related field, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification, experience and/or qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

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| SC1303 | Professional Svcs III | Grade 107 |
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Level Definition:

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

Knowledge Skills & Abilities

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

Minimum Education & Experience

Bachelor’s degree in a related field, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification, experience and/or qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

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| SC1304 | Professional Svcs IV | Grade 108 |
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Level Definition:

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

Knowledge Skills & Abilities

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

Minimum Education & Experience

Post-graduate degree in a related field, professional licensure and agency specified experience. At time of recruitment the hiring agency may specify additional education, certification, experience and/or qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

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