



STATE OF TENNESSEE  
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
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**BILL HASLAM**  
GOVERNOR

**BURNS PHILLIPS**  
COMMISSIONER

MEMORANDUM

TO: Rebecca R. Hunter, Commissioner  
TN Department of Human Resources

FROM: Burns P. Phillips III, Commissioner  
TN Department of Labor & Workforce Development

DATE: May 11, 2015

SUBJECT: Voluntary Buyout Agency Plan —LWFD

The Department of Labor & Workforce Development will participate in the Voluntary Buyout Program (VBP). The following positions have been identified by Department ID and County for a total of **60 classifications**.

This agency plan identifies positions that the Department presently believes may need to be eliminated, or relocated, or reclassified downward (to a lower pay level), or reclassified upward if certain VBP-eligible employees do not elect the VBP. These positions are identified in the accompanying chart of VBP eligible positions. However, no final decision has been made in these regards. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Division of Administration: Allotment Code 337.01 has identified 8 positions.**

The Division of Administration has 3 sub-departments (IT, Finance & Facilities and HR) identified separately by Department ID listed below.

**Department ID: 3370108000 Information Technology identified 1 position.**

**Restructure** one (1) Data Entry Ops Supervisor 2 to a Project Manager Intermediate classification.

**Rationale:** The Data Entry Operator Supervisor position would be combined with another position to create a Project Manager Intermediate classification. The Project Manager Intermediate is a NextGen IT

classification and is needed in order for the IT Division to manage and execute the design, development and implementation of new IT computer systems.

The Data Entry Ops Supervisor 2 is one of the positions identified as becoming obsolete as a result of the Zycron Assessment for the NextGen project. In assessing the needs for current and future job classifications to support the agency and the Information Technology Division; this position will not be necessary currently and in the future work environment.

If the incumbent(s) elects to accept the Voluntary Buyout, the position will be re-classed to the new NextGen Project Manager Intermediate title. If the incumbent(s) elects not to participate in the Voluntary Buyout Program, a Reduction in Force Agency Plan will be submitted to the Commissioner of DOHR in accordance to Policy 12-062 and the position will be eliminated. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements

**Department ID: 3370120000 Finance & Facilities has identified 2 positions.**

**Restructure** one (1) Administrative Assistant 1 to a Clerk 2 position.

**Rationale:** The position previously performed fleet responsibilities for a pool of more than 80 cars. The Agency has reduced its fleet to four cars and therefore this responsibility for the remaining cars has been assigned to an existing Administrative Services Assistant 5. The Clerk 2 will be moved to the facilities area to assist with deliveries, mail distribution and space configuration.

The Administrative Assistant 1 position currently is not functioning at the classification's level due to mass reduction in work. This position would be reclassified and downgraded to the Clerk 2 classification which would better serve the agency.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to the Clerk 2 job title. If the incumbent(s) elects not to participate in the Voluntary Buyout Program, a Reduction in Force Agency Plan will be submitted to the Commissioner of DOHR in accordance to Policy 12-062 and the position will be eliminated. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements

**Restructure** one (1) Executive Administrative Assistant 1 to an Administrative Services Assistant 3.

**Rationale:** The position used to perform the administrative duties for the LWFD Administrator 1 for the Fiscal Division, but these duties along with other basic procurement responsibilities are now being performed by the existing Executive Administrative Assistant 3. The only current duties for the Executive Administrative Assistant 1 is invoicing for Fed Ex for the agency. The Administrative Services Assistant 3 will have an emphasis on grant research and assist the Administrator, the Assistant Administrator and the Executive Administrator 3 position.

The Executive Administrative Assistant 1 position currently is not functioning at the classification's level. This position would be reclassified and downgraded to the Administrative Services Assistant 3 classification.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to an Administrative Services Assistant 3 job title. If the incumbent(s) elects not to participate in the Voluntary Buyout Program; this executive service appointment will be expired.

**Department ID: 3370110000 Human Resources identified 5 positions.**

The overall goal to become a learning organization focused on cross training our team on general HR functions versus the current focus on specialty functions to better align the HR team and support the agency as a whole. The change will assist in the newly created Talent Management Director **2** position while overall reducing the total staff by at least one position. All positions will be located in the Nashville office to reduce overall travel expenses especially incurred from east to west Tennessee.

**Restructure** one (1) Affirmative Action Officer **1**, to an Administrative Services Assistant **2\***.

**Rationale:** The Affirmative Action Officer **1** position is currently stationed in Knox County. This position travels statewide conducting Respectful Workplace training and reviews applications for local employers through the Knoxville Career Center. This position will be moved to Davidson County to be more centrally located for statewide functions including training, assisting in the current Affirmative Action Officer **2** and exit interviews. The Administrative Services Assistant **2** will be responsible for customer service at the front desk of the human resources office, parking, building ID's and purchasing for the division.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to an Administrative Services Assistant **2** job title. A preferred service requisition would be announced and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02. If the incumbent(s) elects not to participate in the Voluntary Buyout Program, a Reduction in Force Agency Plan will be submitted to the Commissioner of DOHR in accordance to Policy 12-062 and the position will be eliminated. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements

**Restructure** two (2) Human Resources Manager **1** classifications, located in Davidson County (one is currently mismatched as a Human Resources Manager **2**) reclassified as two Administrative Services Assistant **5** (ASA **5**) classifications.

**Rationale:** The first Human Resources Manager **1** currently supervises the Transactions and Classification/Compensation along with Edison Security, which has two Human Resources Analyst **2**'s. The second Human Resources Manager **1** currently supervises the Benefits, Retirement, Payroll, Time and Labor and Separations area of human resources, which has three (3) Human Resources Analyst **2\***'s, one (1) Human Resources Analyst **3** and an Administrative Services Assistant **3**. The two Administrative Services Assistant **5**s will report directly to the LWFD Administrator **2** (HR Administrator) position and will manage and lead the transactions team, benefits, time and payroll, and budget functions of HR. HR Division's reorganization will centralize HR functions in Davidson County and cross train current employees the above HR functions to create HR Generalist and provide a broader spectrum to each HR employee. The second ASA **5** will assist the HR Administrator and the future Talent Management Director, may assist with Training and Development, coaching, Individual Performance Planning, budget, EEO/AA, and Mediation. Both classifications will associate with Division Administrators and Assistant Administrators in explaining, interpreting and enforcing pertinent laws, regulations and policies, handling difficult negotiations, resolving issues and problems, and making presentations to various representative groups and the general public on administrative related matters.

The HR Manager positions (2) will be re-utilized as Administrative Services Assistant **5**s. The positions will be reclassified and downgraded.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to an Administrative Services Assistant 5 job titles. If the incumbent(s) elects not to participate in the Voluntary Buyout Program; these two executive service appointments will be expired.

**Restructure** one (1) Human Resources Analyst 3 located in Davidson County reclassified as a Training Specialist 2\* classification.

**Rationale:** The Human Resources Analyst 3 currently performs scanning of employee personnel files in to an imaging system **and** maintains paper copies. These tasks could perform by a lower classified position. The Training Specialist 2\* will perform training functions under the direction of the Talent Management Director position. When the Training Specialist 2\* incumbent promoted, the Department has been without a training unit, and relies on DOHR to provide the training necessary to meet our current needs. By creating the Talent Management unit, this will allow an additional Training Specialist 2\* to become a certified facilitator and provide statewide training to the Department.

The HR Analyst 3 position will be reutilized as a Training Specialist 2\*. The position will be reclassified and downgraded.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to a Training Specialist 2 job title. A preferred service requisition would be announced and filled at a later date in accordance to DOHR Policy 12022; and Rule Chapter 1120-02.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, a Reduction in Force Agency Plan will be submitted to the Commissioner of DOHR in accordance to Policy 12-062 and the position will be eliminated. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Restructure** one (1) Human Resources Analyst 2\* located in Davidson County reclassified as an Administrative Services Assistant 2\*.

**Rationale:** The current Human Resources Analyst 2's major responsibility is longevity, based on the outcome of the Longevity Legislation, and longevity is discontinued, this position's main responsibility will become obsolete. We will cross training all the Analysts to become an HR Generalist in all functions of Human Resources and combining areas of HR. With the forms automations and other automations of Department of Human Resources, we are proceeding with lean processes of our HR Division and can distribute any remaining responsibilities to other HR Analysts within the division.

The HR Analyst 2\* position will be reutilized as an Administrative Services Assistant 2\*. The position will be reclassified and downgraded.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to an Administrative Services Assistant 2 job title. A preferred service requisition would be announced and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, a Reduction in Force Agency Plan will be submitted to the Commissioner of DOHR in accordance to Policy 12-062 and the position will be eliminated. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Division of TOSHA: Allotment Code: 337.02 identified 5 positions:  
Department ID: 3370220000**

**Restructure** one (1) Administrative Secretary located in Shelby County and one (1) Administrative Secretary located in Madison County reclassified as 2 Occupational Safety Specialist 3's.

**Rationale:** The Administrative Secretary was responsible for administrative work assisting current Industrial Hygienist and Occupational Safety Specialist positions, such as creating and filing reports and general clerical work in these offices. The remaining clerical duties will now be handled by the administrative staff in the Davidson County office. The Occupational Safety Specialist 3 will now be responsible for conducting inspections and creating reports within the OSHA Information Computer System that went live August 1, 2014. The two Administrative Secretary positions will be moved to Davidson County to centralize the T.O.S.H.A. functions. This position would be reclassified upgraded to two Occupational Safety Specialist 3 classifications. If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to an Occupational Safety Specialist 3 job title (2). A preferred service requisition would be announced for these 2 positions and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02. If the incumbent(s) elects not to participate in the Voluntary Buyout Program, the position will be reclassified as an Occupational Safety Specialist 3. A preferred service requisition for the new classification would be announced and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015.

**Restructure** one (1) Administrative Secretary located in Sullivan County and one (1) Administrative Secretary located in Knox County reclassified as 2 Industrial Hygienist 3's.

**Rationale: The Administrative Secretary** was responsible for administrative work assisting current Industrial Hygienist and Occupational Safety Specialist positions, such as creating and filing reports and general clerical work in these offices. The remaining clerical duties will be performed by the administrative staff in the Davidson County office. The Industrial Hygienist 3 will now be responsible for conducting inspections and creating reports within the OSHA Information Computer System that went live August 1, 2014.

The two Administrative Secretary positions will be moved to Davidson County to centralize the T.O.S.H.A. functions. This position would be reclassified upgraded to two Industrial Hygienist 3 classifications.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to an Industrial Hygienist 3 job title (2). A preferred service requisition would be announced for these 2 positions and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, the position will be reclassified as an Industrial Hygienist 3. A preferred service requisition for the new classification would be announced and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Restructure one (1) Attorney 3 located in Davidson County to a Legal Assistant.**

**Rationale:** The volume of work in the division has greatly diminished and the unit no longer has a need for 2 full time attorneys. The unit has currently only 6 active cases and a total of 12 total cases.

Additionally, other legal work performed to assist the Workplace Regulations and Compliance division is no longer needed since the current Administrator and Assistant Administrators are licensed attorneys. As it is now the Attorney 4 classification can easily absorb the duties into his responsibilities with or without the help of a legal assistant classification. The unit has had to find work for the attorney to perform. A Legal Assistant's functions would be more in line to research issues, draft documents, and have a working knowledge of legal matters in general to assist the supervising Attorney on other matters as requested.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to a Legal Assistant job title.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, the executive service appointment will be expired.

**Division of Workers' Compensation: Allotment Code 337.03 identified 4 positions.**

**Department ID: 337.03 337.0300001 and 337.0310000**

**Restructure** one (1) Workers' Compensation Specialist 2 to a Workers' Compensation Program Coordinator:

**Rationale:** The present position is responsible for writing orders when an injured worker successfully appeals the denial of medical care. With the implementation of the reform act, Workers' Compensation Specialists are not authorized to order benefits. The work plan of the Medical Unit is changing with the addition of medical treatment guidelines, a new pharmaceutical closed formulary, and new technical requirements for case managers. The needs of the Medical Unit would be better met if the Medical Unit had a person who could be tasked with managing the myriad administrative aspects of the closed formulary, case management certification program, and treatment guideline program. This person would need to have the skills of organizing new programs and monitoring their performance. The division utilizes the Program Coordinator position in our regional offices to perform similar administrative oversight of the Benefit Review program,

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to a Workers' Compensation Program Coordinator job title.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program; the position would remain a Workers' Compensation Specialist 2 classification.

**Restructure** one (1) Administrative Services Assistant 4 from the Medical Program to a Workers' Compensation Specialist 1 in the Medical Program.

**Rationale:** The present position provides administrative services for the Case Management program (case management registrations, inquiries, and inquiries) in the Medical Section and provides administrative support to both the Nurse Consultant and the Medical Director. The new position would continue to register case management providers, but would also register utilization review providers (a new program), and notify parties to medical treatment disputes of the outcome of appeals. The Workers' Compensation Specialist would also communicate with registrants of the case management and utilization review programs concerning their program questions and respond to questions or concerns about the case management and utilization review programs. Administrative services other than those related to the Case Management Program would be distributed among the Administrative Assistant 2 in the Medical Unit and the new Administrative Secretary.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to a Workers' Compensation Specialist 1 job title.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program; the position would remain an Administrative Services Assistant 4 classification.

**Restructure** two (2) Administrative Assistant 3 position in the Nashville Benefit Review program, Department ID: 3370310000 and 3370300001, to a Workers' Compensation Specialist I position that would provide assistance to the Workers' Compensation Court, Board of Appeals, and the Ombudsman program.

**Rationale:** The current Administrative Assistant 3 position provides administrative services to the Benefit Review program. After an evaluation of the needs of the various sections of the Division of Workers' Compensation Division, it was determined that Workers' Compensation Court, The Appeals Board, and the Ombudsman program, each needed staff that performed similar tasks. The concept was developed that a new position could be developed to handle these similar functions for all three programs. Included in the tasks would be some scheduling of hearings, providing initial information about processes and the workers' compensation program and answering questions from claimants and other parties related to cases as well as the public. The duties of the current Administrative Assistant 3 position would be absorbed by other administrative staff in the Benefits Review program.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to a Workers' Compensation Specialist 1 job title.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program; the position would remain an Administrative Assistant 3 classification.

**Division of Mines: Allotment Code: 337.04** no classifications were identified.

**Division of Boilers, Elevators & Amusement Devices: Allotment Code: 337.05 identified 1 position.**

**Restructure** one (1) Elevator Inspector 4 to an Administrative Services Assistant 3 position.

**Rationale:** The duties of this title will be handled by the Elevator Inspector 3 which is within the duties of this class. The Administrative Services Assistant 3 will provide additional support to office supervisors in the Elevator and Amusement Device Units. The position is necessary due to increased workloads and duties. The position will serve as back-up, create new policies, implement program policy, review a large number of inspection reports, perform auditing functions and reconcile monies from owners and operators.

The Elevator Inspector 4 position will be reclassified and downgraded.

If the incumbent(s) accepts the Voluntary Buyout, the position will be reclassified as an Administrative Services Assistant 3. A preferred service requisition for this position would be announced and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, the position will be reclassified as an Administrative Services Assistant 3. A preferred service requisition for the new classification would be announced and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02. No position eliminations, relocations or reclassifications will occur until after

VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Division of Labor Standards: Allotment Code: Allotment code: 337.06** no classifications were identified.

**Division of Workforce Services Employment & Training: Allotment Code: 337.07** no classifications were identified.

**Division of Adult Education: Allotment Code: 337.09 identified 1 position.**

**Restructure** one (1) Executive Secretary 2 to an Administrative Services Assistant 3.

**Rationale:** With the incorporation of new technology, the Executive Secretary 2 functions will change. There will no longer be a need for researching, printing and distributing GED and HiSET (High School Equivalency Test) Exam transcripts which encompasses the duties of this position as currently constituted in its entirety. The Administrative Services Assistant will submit reports and assist in various administrative functions for the division.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to an Administrative Services Assistant 3. The reclassified position will be an executive service position reporting to the Administrator. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, the position will be reclassified as an Administrative Services Assistant 3. A preferred service requisition for the new classification would be announced and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Division of Workforce Services Job Services: Allotment Code: 337.10** identified **35 positions.**

Department ID: 337100001; 3371070000; 33710800001; 3371080100 through 3371081300 desires to restructure the following job classifications:

- 1 Administrative Assistant 1 to Career Specialist
- 1 Administrative Services Assistant 5 to Employment Program Specialist 4
- 1 Employment Program Specialist 3 to Employment Program Specialist 2
- 22 Employment Security Manager 1, 2, 3 to Employment Program Specialist 4
- 4 Employment Counselor 2\* to Employment Program Specialist 1
- 2 Employment Security Interviewer Supervisor to Employment Program Specialist 2
- 2 LWFD Division Assistant Director 1 to Employment Program Specialist 4
- 1 LWFD Division Director 2 to Employment Program Specialist 4
- 1 Unemployment Program Specialist 3 to Employment Program Specialist 1

**Rationale:** The Division of Workforce Services continues its transformation based on new, integrated technology and changes in law as its transitions from the current Workforce Investment Act (WIA) of 1998 to the new Workforce Innovation and Opportunity Act of 2014 (WIOA). This law will be implemented over the next 18 months with full implementation on or before July 1, 2016. Before the changes in the law takes effect, planning and alignment, reconstitution of state and local boards, and youth contracts must be modified by July 2015.

The changes in the law mandates the need that the division's organizational structure is aligned to able to better support and address the future needs and changes for better delivery of services and technology to continue to be relevant to our participants, business groups, partners and the customers we serve by ensuring the right human resources in the right location.

The overarching goal of Workforce Services requires inter-agency planning, working with and through the local LWIA boards and sub-contracting much of our service delivery through the local workforce investment areas. The current organization poses 275 staff employees in 37 various classifications. Our Workforce Services Leadership team has identified the following positions we can reclassify through the Voluntary Buyout Program (VBP).

**Rationale:** The change in the law mandates the need for the division to restructure the organization to better support the citizens serviced by Workforce Services. The changes will allow better delivery of services and technology.

**Restructure** one (1) Administrative Assistant 1 position will be reclassified and upgraded to Career Specialist job title.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to a Career Specialist job title.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, the executive service appointment will be expired.

**Restructure** one (1) Administrative Services Assistant 5 position will be laterally reclassified to an Employment Program Specialist 4 position.

**Rationale:** The change in the law mandates the need for the division to restructure the organization to better support the citizens serviced by Workforce Services. The changes will allow better delivery of services and technology.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to an Employment Program Specialist 4 position. A preferred service requisition would be announced for this position and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, a Reduction in Force Agency Plan will be submitted to the Commissioner of DOHR in accordance to Policy 12-062 and the position will be eliminated. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015.

**Restructure** one (1) Employment Program Specialist 3 position will be reclassified and downgraded to an Employment Program Specialist 2.

**Rationale:** The change in the law mandates the need for the division to restructure the organization to better support the citizens serviced by Workforce Services. The changes will allow better delivery of services and technology.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to an Employment Program Specialist 2 job title.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, the executive service appointment will be expired.

**Restructure** a total of twenty-two (22) Employment Security Manager positions are comprised of 9 Employment Manager 3s, 10 Employment Manager 2s and 3 Employment Manager 1s. All of the Employment Security Manager titles will be reclassified to Employment Program Specialist 4s to work hand in hand with LWIOAs.

**Rationale:** The change in the law mandates the need for the division to restructure the organization to better support the citizens serviced by Workforce Services. The changes will allow better delivery of services and technology.

The nine (9) Employment Security Manager 3 positions will be laterally reclassified to Employment Program Specialist 4.

If the incumbent(s) accepts the Voluntary Buyout, the position will be reclassified to an Employment Program Specialist 4.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, the position will be reclassified as an Employment Program Specialist 4. A preferred service requisition for the new classification would be announced and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

The ten (10) Employment Security Manager 2 positions will be laterally reclassified to Employment Program Specialist 4.

If the incumbent(s) accepts the Voluntary Buyout, the position will be reclassified to an Employment Program Specialist 4. A preferred service requisition would be announced for this position and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, the position will be reclassified as an Employment Program Specialist 4. A preferred service requisition for the new classification would be announced and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

The three (3) Employment Security Manager 1 positions will be laterally reclassified to Employment Program Specialist 4.

If the incumbent(s) accepts the Voluntary Buyout, the position will be reclassified to an Employment Program Specialist 4. A preferred service requisition would be announced for this position and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, the position will be reclassified as an Employment Program Specialist 4. A preferred service requisition for the new classification would be announced and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02. No position eliminations, relocations or reclassifications will occur until

after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Restructure** four (4) Employment Counselor 2\* positions which will be reclassified and upgraded to Employment Program Specialist 1 positions.

**Rationale:** The change in the law mandates the need for the division to restructure the organization to better support the citizens serviced by Workforce Services. The changes will allow better delivery of services and technology.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed as an Employment Program Specialist 1. A preferred service requisition would be announced for these 4 positions and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, a Reduction in Force Agency Plan will be submitted to the Commissioner of DOHR in accordance to Policy 12-062 and the position will be eliminated. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Restructure** two (2) Employment Security Interviewer Supervisor positions will be reclassified and upgraded.

**Rationale:** The change in the law mandates the need for the division to restructure the organization to better support the citizens serviced by Workforce Services. The changes will allow better delivery of services and technology.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed as an Employment Program Specialist 2. A preferred service requisition would be announced for these 2 positions and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, a Reduction in Force Agency Plan will be submitted to the Commissioner of DOHR in accordance to Policy 12-062 and the position will be eliminated. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Restructure** two (2) LWFD Division Assistant Director 1 positions will be reclassified and downgraded to Employment Program Specialist 4 positions, which will work hand in hand with LWIOAs.

**Rationale:** The change in the law mandates the need for the division to restructure the organization to better support the citizens serviced by Workforce Services. The changes will allow better delivery of services and technology.

If the incumbent(s) accepts the Voluntary Buyout, the position will be reclassified and downgraded to an Employment Program Specialist 4. A preferred service requisition would be announced for these 2 positions and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, a Reduction in Force Agency Plan will be submitted to the Commissioner of DOHR in accordance to Policy 12-062 and the position will be eliminated. No position eliminations, relocations or reclassifications will occur until after

VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Restructure one** (1) LWFD Division Director 2 position will be reclassified and downgraded to an Employment Program Specialist. A preferred service requisition would be announced and filled in accordance to DOHR Policy and Rules, or the position will be part of a reduction in force DOHR Policy 12-062, or incumbent **may** elect retirement if applicable. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Rationale:** The change in the law mandates the need for the division to restructure the organization to better support the citizens serviced by Workforce Services. The changes will allow better delivery of services and technology.

If the incumbent(s) accepts the Voluntary Buyout, the position will be reclassified to an Employment Program Specialist 4 job title.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, the executive service appointment will be expired.

**Restructure one** (1) Unemployment Program Specialist 3 position in the Workforce Services Division (33710) will be reclassified to an Employment Program Specialist 1.

**Rationale:** The change in the law mandates the need for the division to restructure the organization to better support the citizens serviced by Workforce Services. The changes will allow better delivery of services and technology.

If the incumbent(s) accepts the Voluntary Buyout, the position will be reclassified to an Employment Program Specialist 1.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, a Reduction in Force Agency Plan will be submitted to the Commissioner of DOHR in accordance to Policy 12-062 and the position will be eliminated. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Division of Workers Compensation: Allotment Code: 337.15** no classifications were identified.

**Division of Unemployment Insurance: Allotment Code: 337.20 identified 6 positions.**

**Restructure** three (3) Unemployment Claims Agents located in Washington County to be reclassified as 2 Unemployment Insurance Manager 4 positions.

**Rationale:** The productivity in this location is very low; the functions performed in these three positions could be accomplished in less than three hours. Due to the low productivity and changes in the way claims are processed it no longer cost effective. The duties of these three positions can be easily absorbed into any 1 of the 3 designated claims centers. The Unemployment Manager 4 positions will be located in Knox County and Hamilton County to handle UI functions, including supervising Unemployment Claims Adjudicators and Unemployment Claims Agents in these offices. One Unemployment Claims Agent position will be abolished to help fund this establishment.

The two of the three Unemployment Claims Agent positions will be reclassified and upgraded to establish an Unemployment Manager 4 classification. One position will be abolished to help with funding the establishment of the Unemployment Manager 4 positions as the Division continues its restructuring. A preferred service requisition would be announced and filled in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02, or the position will be part of a reduction in force DOHR Policy 12-062, or incumbent may elect retirement if applicable.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to as Unemployment Insurance Manager 4 position (2). A preferred service requisition would be announced for these 2 positions and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, a Reduction in Force Agency Plan will be submitted to the Commissioner of DOHR in accordance to Policy 12-062 and the position will be eliminated. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Restructure** one (1) Employment Security Manager 2 located in Carroll County to be reclassified as 1 Unemployment Program Specialist 4.

**Rationale:** The Employment Security Manager 2 position currently does not supervise and only performs Adjudication functions. The division has gone through a major reorganization, streamlining positions that have similar functions and realigning those duties. More programmatic duties will allow the Unemployment Program Specialist 4 to be better utilized across the division.

The Employment Security Manager 2 position will be laterally reclassified and moved to Davidson County. A preferred service requisition would be announced and filled in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02, or the position will **be** part of a reduction in force DOHR Policy 12-062, or incumbent may elect retirement if applicable.

If the incumbent(s) accepts the Voluntary Buyout, the position will be re-classed to an Unemployment Program Specialist 4 position.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, a Reduction in Force Agency Plan will be submitted to the Commissioner of DOHR in accordance to Policy 12-062 and the position will be eliminated. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Restructure** one (1) Employment Program Specialist 1 located in Carroll County and upgrade to an Unemployment Program Specialist 3 located in Davidson County.

**Rationale:** This Employment Program Specialist 1 position only performs Adjudication functions; which is not part of Workforce Services. Adjudication functions are now being performed primarily in Nashville, Knoxville and Chattanooga. The UI Division has gone through a major reorganization, streamlining positions that have similar functions and realigning those duties. More programmatic duties will allow the Unemployment Program Specialist 3 to be **better** utilized across the division as opposed to one county.

If the incumbent(s) accepts the Voluntary Buyout, the position will be reclassified to an Unemployment Program Specialist 3 in Davidson County.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, a Reduction in Force Agency Plan will be submitted to the Commissioner of DOHR in accordance to Policy 12-062 and the position will be eliminated. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**Restructure** one (1) Unemployment Accounts Supervisor position, by establishing a new classification Unemployment Manager 4; one (1) Unemployment Program Specialist 4; and one (1) Unemployment Program Specialist 3 position.

**Rationale:** The Unemployment Accounts Supervisor classification will be obsolete with the reorganization and streamlining of functions in the Unemployment Insurance Division.

The Unemployment Accounts Supervisor position will be reclassified by either upgrading or downgrading into other classifications for business efficiencies or abolished. A preferred service requisition would be announced and filled in accordance to DOHR Policy and Rules, or the position will be part of a reduction in force DOHR Policy 12-062, or incumbent may elect retirement if applicable.

If the incumbent(s) accepts the Voluntary Buyout, the positions will be re-classed by establishing a new Unemployment Manager 4 position at a later date. A preferred service requisition would be announced for these positions and filled at a later date in accordance to DOHR Policy 12-022; and Rule Chapter 1120-02.

If the incumbent(s) elects not to participate in the Voluntary Buyout Program, a Reduction in Force Agency Plan will be submitted to the Commissioner of DOHR in accordance to Policy 12-062 and the position will be eliminated. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

BPP:FG:rmm

(Revised 5-2015)