

**Financial Management Circular:** #2007-5

**Effective Date:** June 4, 2007

**General Subject:** Job Classifications Normally Eligible for Premium Overtime Compensation

**Authority:** IC 4-15-1.8-7(b)  
31 IAC 1-9-2  
31 IAC 2-11-2

**Application:** This circular applies to employees in the PAT and POLE job categories.

All employees in PAT 5 level classifications are to be treated as though they were listed in 31 IAC 1-9-2(D)(1) and 31 IAC 2-11-2(D)(1).

Employees in the following PAT 4 level classifications are to be treated as though they were listed in 31 IAC-1-9-2(D)(1) and 31 IAC 2-11-2(D)(1).

Accountant 2RA4	Disability Claims Adjudicator 2WP4
Appraiser 2TT4	Ecologist 1LN4
Assessor Auditor 2RL4	Employment Service Specialist 2NN4
Audit Examiner 2RB4	Employment Counselor 2NC4
Behavioral Clinician 2AA4	Engineer Technologist 1DP4
Biologist 1LC4	Engineering Assistant 1DB4
Boiler Pressure Vessel Inspector 2WI4	Environmental Scientist 1LS4
Business Administrator 2TC4	Environmental Engineer 1DO4
Chemist 1IB4	Field Auditor 2RC4
Child Labor Inspector 1GL4	Field Examiner 2RE4
Code Official 1GA4	Financial Institutions Examiner 2RD4
Commodities Buyer 2TP4	Fire Inspector 1GC4
Commodity Examiner 2TO4	Forensic Scientist 1IF4
Construction Engineer 1DZ4	Geologist 1IE4
Correctional Counselor 2DB4	Grant Coordinator 2TF4
Correctional Release Coordinator 2DC4	Hearings Officer 1VG4
Correctional Training Officer 2HF4	Help Desk Coordinator – Senior 1BG4
Criminal Intelligence Analyst 1VF4	Highway Engineer 1DC4
Dairy Farm Specialist 1NN4	

Historical Editor 2KE4  
Human Resources Associate 2NA4  
Human Services Consultant 2AK4  
Hydraulic Engineer 1DD4  
Industrial Hygienist 1NA4  
Information Specialist 2LA4  
Internal Affairs Officer 2EB4  
IOSHA Inspector-Industrial 1GH4  
Interpreter Deaf 2CB4  
Job Analyst 2NJ4  
Labor Market Analyst 1CA4  
Landscape Architect 1FB4  
Librarian 2KA4  
Management Analyst 2TV4  
Medical Technologist 1QH4  
Microbiologist 1LB4  
Museum Specialist 2KC4  
Parole Officer 2DA4  
Personnel Officer 2NB4  
Production Scheduler 2MB4  
Program Specialist 2RS4  
Protection & Advocacy Coordinator 2CC4  
Purchasing Administrator 2TA4

Quality Assurance Specialist 1NI4  
Reclamation Plan Specialist 1KC4  
Records Analyst 2KD4  
Recreation Leader 2FD4  
Rehabilitation Instructor 2HJ4  
Rehabilitation Therapist 2FA4  
Research Analyst 1CC4  
Right-of-Way Engineering Specialist 1DT4  
Senior Public Assistance Caseworker 2AQ4  
Sign Language Interpreter 2BC4  
Social Services Specialist 2AH4  
Specification Writer 2TG4  
Speech and Hearing Clinician 2FJ4  
Substance Abuse Counselor 2AN4  
Surveyor 1DS4  
Tax Analyst 2RW4  
Telecommunications Specialist 2YG4  
Telecommunications Tech 2YF4  
Traffic Officer 2HD4  
Veterans' Representative 2NP4  
Welfare Investigative Services Consultant 2CA4  
Youth Services Instructor 2DH4

Employees in the following PAT 3 level classifications are to be treated as though they were listed in 31 IAC 1-9-2(D)(1) and 31 IAC 2-11-2(D)(1):

Appraiser 2TT3	JROTC Instructor 2HB3
Assessor Auditor 2RL3	Junior Insurance Examiner 2RN3
Audit Examiner 2RB3	Labor Market Analyst 1CA3
Building/Fire Code Specialist 1GB3	
Chemist 1IB3	LAN Support Technician 1BS3
Chief Mine Inspector 1GG3	Law Enforcement Training Specialist 2HA3
Civil Rights Specialist 2CD3	Legal Analyst 1VA3
Civil Defense Planner 2WE3	Management Analyst 2TV3
Construction Technologist 1DP3	Medical Lab Surveyor 1TD3
Consumer Specialist 2RO3	Medical Surveyor 1TB3
Correctional Classification Specialist 2DD3	Micro-Biologist 1LB3
Criminal Investigator 1VH3	Mobile X-Ray & Mammography Surveyor 1TG3
Dairy Farm Specialist 1NN3	Negotiator/Relocation Specialist 2TR3
Disability Claims Adjudicator 2WP3	Negotiator/Buyer 2TQ3
EEOC Compliance Coordinator 2NR3	
Employment Service Specialist 2NN3	Network Technician 1BT3
Engineering Assistant 1DB3	Oil/Gas Inspector 1KA3
Environmental Chemist 1IC3	Parole Officer 2DA3
Environmental Scientist 1LS3	Pharmaceutical Investigator 1NB3
Family Case Coordinator 2AQ3	Pharmacist 1LA3
Family Case Manager 2AP3	Policy and Procedure Analyst 2UH3
Field Examiner 2RE3	Program Specialist 2RS3
Field Auditor 2RC3	Protection & Advocacy Coordinator 2CC3
Field Representative 2RF3	Public health Investigator 1TA3
Financial Institutions Examiner 2RD3	Purchasing Administrator 2TA3
Fluoridation Consultant 1LK3	Quality Control Specialist 1GM3
Food Scientist 1NE3	Reclamation Plan Specialist 1KC3
Forensic Scientist 1IF3	Records Analyst 2KD3
General Sanitarian 1NF3	Rehabilitation Instructor 2HJ3
Grant Coordinator 2TF3	Right-of-Way Engineering Specialist 1DT3
Health Educator 2HG3	Safety Training Officer 2HI3
Health Planner 1QN3	Security/Telecommunications Systems Director 2YG3
Human Services Program Consultant 2AK3	Senior Code Review Official 1GA3
Industrial Hygienist 1NA3	State Eligibility Consultant 2AG3
Internal Affairs Officer 2EB3	Statistician 1CB3
IOSHA Inspector (Construction) 1GJ3	Vocational Rehabilitation Counselor 2BA3
IOSHA Inspector (Industrial) 1GH3	Water Planner 1DF3
	Welfare Consultant 2AF3
	Worker's Compensation Specialist 2SR3
	Youth Services Instructor 2DH3
	Youth Services Transition Specialist 2DI3

Employees in the following PAT 2 level classifications are to be treated as though they were listed in 31 IAC 1-9-2(D)(1) and 31 IAC 2-11-2(D)(1):

Family Case Manager 2AP2  
Human Services Consultant 2AK2

Employees in the following POLE classifications are to be treated as though they were listed in 31 IAC 1-9-2(D)(1) and 31 IAC 2-11-2(D)(1):

Airfield Firefighter 5CA0  
Airfield Firefighter Trainer 5CB0  
Airfield Firefighter Shift Leader 5CC0  
Airfield Security Officer 5CD0  
Airfield Security Sergeant 5CE0  
Airfield Security Chief 5CF0

Arson Investigator 5SA0

Capitol Security Officer 5AE0  
Capitol Security Sergeant 5AF0  
Capitol Security Lieutenant 5AG0  
Capitol Captain 5AH0

Special Attendant 5MA2

The effect of this change is to authorize employees in these classifications to receive premium overtime compensation as if they were subject to the Fair Labor Standards Act. This change will be reflected in the next set of rule promulgations by the State Personnel Department.

Employees in the following POLE classifications are to be treated as though they were listed in 31 IAC 1-9-2 (D)(1):

Gaming Enforcement Agent 5FH0  
Gaming Enforcement Investigator 5FF0  
Gaming Enforcement Supervisor 5FB0  
Gaming Financial/Background Investigator 5FA0  
Gaming Administrator 5FG0  
Gaming Control Officer 5FJ0  
Gaming Control Supervisor 5FK0  
Special Agent 5NA0  
Field Agent 5NC0  
Special Agent Coordinator 5NB0

The provisions of 31 IAC 1-9-2(l) are being adopted for Gaming Enforcement Agent 5FH0, Gaming Enforcement Investigator 5FF0, Gaming Enforcement Supervisor 5FB0, Gaming Control Officer 5FJ0, Gaming Control Supervisor 5FK0, Special Agent 5NA0, Field Agent 5NC0, and Special Agent Coordinator 5NB0. The same overtime policies and leave

accrual practices apply to these classifications as apply to overtime eligible law enforcement officers employed as State Police, Conservation Officers and Excise Police. Gaming Enforcement Agent, Gaming Enforcement Investigator, and Gaming Enforcement Supervisor, Gaming Control Officer 5FJ0, Gaming Control Supervisor 5FK0, Special Agent, Field Agent, and Special Agent Coordinator will have a normal work period of 170 hours per 28-day cycle. Additional straight time pay will accrue for compensable time in excess of the 170<sup>th</sup> hour and premium compensation (time and a half) will accrue for hours worked in excess of 171, in a twenty-eight day period. Gaming Enforcement Agent 5FH0, Gaming Enforcement Investigator 5FF0, Gaming Enforcement Supervisor 5FB0, Special Agent 5NA0, Field Agent 5NC0, and Special Agent Coordinator 5NB0 will accrue leave at a rate of 8.5 hours, as is done for similarly situated employees under 31 IAC 1-9-3(I), 31 IAC 1-9-4(E) and 31 IAC 1-9-4.5(G).

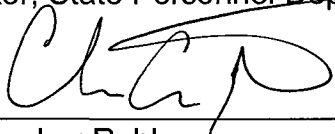
The provisions of 31 IAC 1-9-2(I) are not being adopted for Gaming Financial/ Background Investigator 5FA0 and Gaming Administrator 5FG0. Scheduling, overtime policies and leave accrual practices for Gaming Financial/Background Investigator 5FA0 and Gaming Administrator 5FG0 are the same as those applicable to overtime eligible employees that are not law enforcement officers. Additional straight time pay will accrue for compensable time in excess of 37.5 hours per week and premium compensation (time and a half) will accrue for hours worked in excess of 40 hours per week. Gaming Financial/Background Investigator 5FA0 and Gaming Administrator 5FG0 will accrue leave at a rate of 7.5 hours, as is done for similarly situated employees under 31 IAC 1-9-3(A) & (B), 31 IAC 1-9-4(B) and 31 IAC 1-9-4.5(B) & (C).

This FMC rescinds FMC #2004-1 and FMC #2006-08.



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