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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM

HR#42-20

June 25, 2020

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – FORENSIC SPECIALIST SERIES

Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than July 24, 2020.

If no written objections are received in this office by July 24, 2020, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #24-20
Posting Expires: July 24, 2020

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

| CURRENT | | | | PROPOSED | | | |
|---|--|-------|-------|---------------|--------------------------------|------------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 13.321 | Forensic Specialist IV | 36* | E | <i>13.321</i> | <i>Forensic Specialist IV</i> | <i>36*</i> | <i>D</i> |
| 13.322 | Forensic Specialist III | 34* | E | <i>13.322</i> | <i>Forensic Specialist III</i> | <i>34*</i> | <i>D</i> |
| 13.323 | Forensic Specialist II | 32* | E | <i>13.323</i> | <i>Forensic Specialist II</i> | <i>32*</i> | <i>D</i> |
| 13.324 | Forensic Specialist I | 30* | E | <i>13.324</i> | <i>Forensic Specialist I</i> | <i>30*</i> | <i>D</i> |
| | Options for All Levels A. Mental Health B. Corrections | | | | <i>Removed</i> | | |
| * Reflects special salary adjustments of 2-grades granted by the 2005 Legislature and 2-grades granted by the 2019 Legislature, to improve recruitment and retention. | | | | | | | |

Basis for Recommendation

The Department of Administration, Division of Human Resource Management (DHRM), conducted a review of the Forensic Specialist series. Forensic Specialists perform a combination of security and client care duties in a secure mental health facility for treatment/evaluation of the mentally and/or medically ill offender and/or offenders whose competency requires evaluation.

In consultation with the Department of Corrections, it was determined that the series was no longer utilized and requested the option allocated to their department be removed. As a result of this removal, the representative duty statements in the series concept were realigned and verbiage specific to the correctional environment was removed.

In coordination with Subject Matter Experts from the Department of Health & Human Services (DHHS) and analysts within the Division of Human Resource Management, it was determined that minor revisions be made to the series concept to clarify duties and update language. In addition, the class concepts at every level in the series were amended to clarify verbiage respective to supervision, lead-worker, continuing trainee and trainee level responsibilities and expectations.

Furthermore, the Special Requirements of the Minimum Qualifications were amended to include language clarifying that Peace Officer Standards Training Category III certification was required at the time of appointment and as a condition of continuing employment at the Forensic Specialist III and Forensic Specialist IV levels. Also, the Informational Notes of the Minimum Qualifications were edited to clarify language and to include a statement indicating that some positions require CPR certification within six months of appointment and as a condition of continuing employment.

The Education & Experience section of the Minimum Qualifications at every level in the series were improved by including additional types of experience to qualify for employment. This change will increase recruitment and retention efforts. In addition, and as a result of the above changes, the Entry Level and Full Performance Knowledge, Skills and Abilities at every level in the series were amended to clarify expectations.

Lastly, a review of the EEO-4 Code was conducted and it was determined that it be changed from “E-Paraprofessional” to “D-Protective Service Workers” as protective service workers are occupations in which workers are entrusted with public safety, security and protection from destructive forces and include police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, fish and game wardens, park rangers, and kindred workers. This change aligns the series with other series in the 13.000 Sworn Law Enforcement Occupational Group.

Throughout the process, management and staff within DHHS, and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

Changes to the class specifications are noted as follows: additions in blue and deletions in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/. For additional information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by July 24, 2020. Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: June 25, 2020



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-------------------------|--------------|----------------|-------------|
| FORENSIC SPECIALIST IV | 36* | E D | 13.321 |
| FORENSIC SPECIALIST III | 34* | E D | 13.322 |
| FORENSIC SPECIALIST II | 32* | E D | 13.323 |
| FORENSIC SPECIALIST I | 30* | E D | 13.324 |

~~{OPTIONS FOR ALL LEVELS:~~

~~A. MENTAL HEALTH~~

~~B. CORRECTIONS}~~

SERIES CONCEPT

Forensic Specialists perform a combination of security and client~~[/inmate]~~ care duties in a ~~[high-security]~~ *secure* mental health facility ~~[or in a correctional setting in a clinic, medical infirmary and/or mental health unit]~~ for treatment~~/evaluation~~ of the mentally and/or medically ill offender *and/or offenders whose competency requires evaluation.*

~~{BOTH OPTIONS:~~

Support clinical staff by serving as a member of a treatment team to optimize client care and treatment as assigned; report normal and abnormal behavior; assist in identifying problems, developing treatment plans, documenting client progress, revising treatment plans and discharging clients as assigned; provide data entry into appropriate databases and/or software applications as needed.

Develop therapeutic relationships with assigned clients; orient the client to the unit/facility; spend one-on-one time with the clients; facilitate or co-facilitate group sessions as directed by professional staff; chart clients' progress across activities, interaction with others and significant events; assist clients with the token economy store, telephone calls, work assignments, recreation, group referrals and understanding legal processes.

May perform mental health and security duties with an emphasis on providing therapeutic treatment for clients in order to support their attainment of competency to stand trial for criminal charges; prepare clients for competency hearings and facilitate groups regarding legal processes; assist clients in understanding the nature and seriousness of charges that have been filed.

Operate the control room to ensure the security of facilities for the protection of community, clients~~[/inmates]~~ and staff; monitor activities of staff and clients~~[/inmates]~~ through video monitors; maintain awareness of staff locations; check staff in and out; account for staff keys, ~~[sean pens]~~ *fobs*, and other personal items as assigned; control the entry and departure of personnel from the facility or unit as assigned; utilize various equipment such as two-way radios, intercom system, telephone system linked directly to police and fire departments, video tape recorder, and alarm systems including fire and motion detectors.

Perform perimeter checks of the facility; respond to emergency situations such as fires, evacuations, bomb threats, riots, and hostage situations following established policies and procedures; assist with scheduled fire drills.

Conduct head counts and special watches to verify the whereabouts and condition of all clients~~[/inmates]~~; make visual contact with the client~~[/inmate]~~ which may include pulling back bedcovers and using *flash*lights to ensure visual recognition and client~~[/inmate]~~ physical condition; document findings; report significant medical, safety, clinical or procedural problems *through both verbal and written incident reports* to the supervisor reviewing the head count and special watch report.

* Reflects special salary adjustments of 2-grades granted by the 2005 Legislature and 2-grades granted by the 2019 Legislature, to improve recruitment and retention.

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~~[OPTIONS FOR ALL LEVELS:]~~

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SERIES CONCEPT (cont'd)

Conduct room and body searches to detect controlled substances, contraband and weapons; search clients~~[/inmates]~~ and visitors prior to entering a secure area by patting down and scanning with a metal detector; conduct random room and area searches of client~~[/inmate]~~ rooms, multipurpose rooms, day rooms, kitchen and grounds; identify health hazards, evidence of drug use, contraband or weapons.

Independently, or in conjunction with other ~~[security]~~ *forensic* staff, supervise clients~~[/inmates]~~ in the courtyard, kitchen, barbershop, gym, multipurpose room, day room, classroom, recreational and creative activity areas, clinic, medical infirmary, mental health unit, and living areas to ensure the safety of clients~~[/inmates]~~ and staff; search the area prior to client~~[/inmate]~~ entry for contraband, security problems or hazards; monitor client~~[/inmate]~~ activity while in the area; search the area after clients~~[/inmates]~~ leave.

~~[Support clinical staff by serving as a member of a treatment team to optimize client/inmate care and treatment as assigned; report normal and abnormal behaviors; assist in pinpointing problems, developing treatment plans, evaluating client/inmate progress, changing treatment plans and discharging clients/inmates as assigned.]~~

~~[BOTH OPTIONS: (cont'd)]~~

Control aggressive and maladaptive behavior of clients~~[/inmates]~~ to ensure safety and security; initiate various techniques such as token economy, individual crisis intervention, time out, and other verbal and/or physical interventions appropriate to the situation and in consideration of client~~[/inmate]~~ rights; obtain appropriate medical orders for seclusion and/or restraints by a doctor, or designee, prior to or as soon as possible after taking action.

~~[Develop therapeutic relationships with assigned clients/inmates; orient the client/inmate to the unit/facility; spend one-on-one time with the clients/inmates; facilitate or co-facilitate group sessions as directed by professional staff; provide first hand input to treatment plans; chart client's/inmate's mode of therapy, activities, interaction with others and significant events; assist clients/inmates with shopping, telephone calls, work assignments, recreation, group referrals and legal information.]~~

Provide basic first aid, cardiopulmonary resuscitation (CPR) and the Heimlich maneuver in emergency situations.

Assist assigned clients~~[/inmates]~~ with eating, bathing, shaving, oral hygiene, grooming, dressing and other basic activities of daily living; assist in transportation, movement and ambulation; may assist in specialized treatment under medical supervision and following completion of appropriate training/instruction.

Maintain current knowledge and ensure compliance with applicable State and federal health and safety laws and regulations, as well as policies concerning infection control and related issues; handle and dispose of bodily waste, cleaning agents and other potentially hazardous materials; ensure facilities are clean and sanitary and report building maintenance needs.

Transport clients~~[/inmates]~~ to medical appointments, hospitals and other locations as assigned.

Inventory property of clients~~[/inmates]~~ upon admission and discharge; monitor property release to clients~~[/inmates]~~ by following appropriate policies and procedures; *ensure the client has appropriate funds to mail their personal property upon discharge and then* mail client~~[/inmate]~~ property to different locations as required.

Oversee shift activities to include assigning work and ensuring timely completion *of required reports*; respond to incident reports and emergencies.

Perform related duties as assigned.

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~~[OPTIONS FOR ALL LEVELS:]~~

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SERIES CONCEPT (cont'd)

~~[OPTION A – MENTAL HEALTH:]~~

~~[In addition to the full range of duties described in the series concept for both options, incumbents at Lake's Crossing Center for the Mentally Disordered Offender perform the following duties: Perform mental health and security duties with an emphasis on providing therapeutic treatment for clients in order to evaluate or attain competency to stand trial for criminal charges. Prepare clients for competency hearings and facilitate groups regarding legal processes; assist clients in understanding the nature and seriousness of charges that have been filed; conduct mock sanity tests.]~~

~~[OPTION B – CORRECTIONS:]~~

~~In addition to the full range of duties described in the series concept for both options, incumbents in a correctional setting perform the following duties: Observe, monitor, document and report changes in inmate mental and physical health status and appearance to professional staff in order to provide appropriate treatment; ensure a secure environment during treatment; take and chart vital signs, inmate activity, dietary intake, input and output of fluids, and weight; monitor pill call and inmate behavior and specific incidents and problems.~~

~~Assist with laboratory tests, x-rays, consultations and special procedures; centrifuge specimens; perform simple procedures for inmates which may include applying cold and hot packs, foot soaks, feeding, forcing fluids, electrocardiograms, enemas, and diathermy as directed by medical staff. Perform the duties of a Licensed Practical Nurse if so licensed by the State Nursing Board.]~~

CLASS CONCEPTS

Forensic Specialist IV: Under *general* direction of professional staff, incumbents perform all or part of the duties in the series concept, and in addition, supervise a group of subordinate Forensic Specialists *to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training, and discipline. This is the supervisory level in the series.* ~~[in the performance of their duties. Supervisory duties include training, assigning and reviewing work, preparing and conducting performance evaluations, and recommending disciplinary action. Supervisory work is reviewed periodically through observation, documentation and as unusual circumstances occur.]~~

Forensic Specialist III: Under ~~[direction]~~ *limited supervision* of professional staff or Forensic Specialist IV[s], incumbents perform the *full range of* duties described in the series concept. ~~[at the journey level. Completed work is reviewed periodically, through observation, documentation, and as unusual circumstances occur.]~~ Incumbents *may function as a lead-worker over lower level Forensic Specialists by assigning and reviewing work, training and overseeing shift activities as assigned. This is the journey level in the series.* ~~[assist in training and overseeing the work of lower level staff, serve as a lead-worker and oversee shift activities as assigned. Agency policy and procedures are available for reference.]~~

Forensic Specialist II: Under general supervision of professional staff or higher-level Forensic Specialists, incumbents continue to receive training and gain experience in performing the duties described in the series concept. Work is reviewed on a regular basis to ensure compliance with security standards and standards of care. Agency policy and procedures are available for training and reference.[] This is the ~~[second training]~~ *continuing trainee* level in the series and progression to the journey level may occur ~~[when]~~ *upon successful completion of required certification training, meeting* minimum qualifications, ~~[are met, the incumbent is performing satisfactorily,]~~ *satisfactory performance* and ~~[with the recommendation of]~~ *approval of* the appointing authority.

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~~[OPTIONS FOR ALL LEVELS:]~~

CLASS CONCEPTS (cont'd)

Forensic Specialist I: Under close supervision of professional staff or higher-level Forensic Specialists, incumbents receive training in performing duties described in the series concept. ~~[and must successfully complete P.O.S.T. certification training as required by law.]~~ Work is closely reviewed to ensure compliance with security standards and standards of care. Agency policy and procedures are available for training. This is the ~~[entry]~~ *trainee* level in the series and progression to the next level may occur ~~[when]~~ *upon successful completion of required certification training, meeting* minimum qualifications, ~~[are met, the incumbent is performing satisfactorily,]~~ *satisfactory performance* and ~~[with the recommendation of]~~ *approval of* the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.
- * Applicants must successfully complete pre-employment physical examination and be free of active tuberculosis.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Working evenings, weekends, and/or holidays is required.
- * Positions are subject to call-out or call-back.
- * *Positions at the Forensic Specialist III and Forensic Specialist IV must have successfully completed Category III Peace Officer Standards Training (P.O.S.T.) at the time of appointment and as a condition of continuing employment.*
- ~~* Some positions require licensure as a Licensed Practical Nurse at the time of appointment and as a condition of continuing employment.~~
- ~~* Some positions require CPR certification at the time of appointment and as a condition of continuing employment.~~
- ~~* Some positions require first aid certification at time of appointment and as a condition of continuing employment.]~~

INFORMATIONAL NOTES:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Incumbents *employed at either the Forensic Specialist I or Forensic Specialist II* must successfully complete *the required level of* ~~[Peace Officer Standards Training (] P.O.S.T. ()]~~ certification training as required by law *in order to progress to the next level in the series.*
- * Some positions require incumbents to obtain and maintain certification as a Mental Health Technician per NRS 433.279 as a condition of continuing employment.
- * *Some positions require CPR certification within six months of appointment and as a condition of continuing employment.*
- ~~* Some positions must meet the eligibility requirements for a Certified Nursing Assistant as set forth by the State Nursing Board.]~~

FORENSIC SPECIALIST IV

~~[OPTION A - MENTAL HEALTH:]~~

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~~[OPTIONS FOR ALL LEVELS:]~~

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MINIMUM QUALIFICATIONS (cont'd)

FORENSIC SPECIALIST IV (cont'd)

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of ~~[paraprofessional]~~ *experience in a* mental health, *medical, correctional, law enforcement, or related setting,* ~~[or closely related experience,]~~ three years ~~[of]~~ which *included* ~~[must have been in an institutional setting for individuals with mental illness]~~ providing care, treatment, *and* supervision ~~[and training for clients.]~~ *for individuals with mental illness.* In addition, applicants must have attained and maintained valid certification as required by statute and regulation; OR ~~[four years of experience which included]~~ one year *of experience* as a Forensic Specialist III in Nevada State service and valid certification as required by statute and regulation; OR an equivalent combination of education and experience *as described above to include valid certification as required by statute and regulation.* (See *Special Requirements and Informational Notes*)

~~[OPTION B - CORRECTIONS:]~~

~~EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of paraprofessional health services or closely related experience, three of which must have been in an institutional or correctional setting for individuals with mental and/or medical illnesses providing care, treatment, supervision and training for clients/inmates; OR four years of experience which included one year as a Forensic Specialist III in Nevada State service; OR an equivalent combination of education and experience. (See Special Requirements and Informational Notes)]~~

~~[BOTH OPTIONS]~~

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: data collection procedures; reporting procedures. **General knowledge of:** supervisory principles and techniques. **Ability to:** apply agency and division policies and procedures to specific situations and problems; implement new policies and procedures; act as a role model for subordinate staff; organize time and set priorities of subordinate staff; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: supervisory techniques used in hiring, training, and evaluating the performance of subordinate staff; State personnel rules and regulations as required to effectively supervise staff. **Ability to:** organize workflow to accomplish established objectives; assign, coordinate, and organize the work of others; schedule, train, supervise, and evaluate the performance of assigned personnel; compose and generate reports regarding client~~[/inmate]~~ and staff activities; administer discipline.

FORENSIC SPECIALIST III

~~[OPTION A - MENTAL HEALTH:]~~

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of ~~[paraprofessional]~~ *experience in a* mental health, *medical, correctional, law enforcement or related setting,* ~~[or closely related experience,]~~ two *years* ~~[of]~~ which *included* ~~[must have been in an institutional setting for individuals with mental illness]~~ providing care, treatment, *and* supervision ~~[and training for clients.]~~ *for individuals with mental illness.* In addition, applicants must have attained and maintained valid certification in accordance with statute and regulation; OR ~~[three years of experience which included]~~ one year *of experience* as a Forensic Specialist II in Nevada State service, and valid certification as required by statute and regulation; OR *an equivalent combination of education and experience as described above to include valid certification as required by statute and regulation.* (See *Special Requirements and Informational Notes*)

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~~[OPTIONS FOR ALL LEVELS:]~~

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MINIMUM QUALIFICATIONS (cont'd)

FORENSIC SPECIALIST III (cont'd)

~~[OPTION B – CORRECTIONS:]~~

~~EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of paraprofessional health services or closely related experience, two of which must have been in an institutional or correctional setting which included providing care, treatment, supervision and training for clients/inmates; **OR** three years of experience which included one year as a Forensic Specialist II in Nevada State service; **OR** an equivalent combination of education and experience. (See Special Requirements and Informational Notes)]~~

~~[BOTH OPTIONS:]~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):~~

~~**Detailed knowledge of:** methods and practices used to supervise clients[/inmates] in a variety of settings to ensure safety of others. **Working knowledge of:** psychological and medical terminology; *programs, functions and activities related to client care*; documentation techniques, forms and procedures; *security policies, procedures and practices*; methods of conducting body and area searches inside and outside of the facility; *competency hearings, trials and other legal proceedings; appropriate court demeanor*. **General knowledge of:** fundamental mental health and/or medical principles. **Ability to:** utilize various equipment such as two-way radios, intercom systems, video monitors, video tape recorders and alarm systems; closely monitor clients[/inmates] by conducting head counts and special watches to ensure the whereabouts and condition of all clients[/inmates] and to detect medical or security problems; assist in the development, evaluation and revision of client[/inmate] treatment plans as a member of a treatment team; co-facilitate group and individual therapy sessions to assist clients[/inmates] in dealing with their problems; *assist in developing a syllabus for group therapy sessions*; orient clients[/inmates] to the facility; follow emergency plans; identify maintenance problems and/or safety hazards which require attention; *and all knowledge, skills and abilities required at the lower levels.*~~

~~[OPTION A – MENTAL HEALTH:] (cont'd)~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):~~

~~**Working knowledge of:** *competency hearings, trials and other legal proceedings; appropriate court demeanor*. **Ability to:** *assist in developing a syllabus for group therapy sessions.*]~~

~~[OPTION B – CORRECTIONS:]~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):~~

~~**Working knowledge of:** basic principles of care, treatment and training of medically ill and mentally disordered inmates; human physiology and symptoms of common illnesses; medical and psychological terminology sufficient to understand and carry out professional staff's orders; universal precautions and infection control procedures. **General knowledge of:** effective use of medical equipment utilized when performing select nursing assistant procedures. **Ability to:** operate various medical equipment such as an autoclave, centrifuge, suction apparatus, breathing machines, and ultrasound.]~~

~~[BOTH OPTIONS:]~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):~~

~~**Working knowledge of:** department, division and agency policies and procedures pertaining to client[/inmate] care and treatment; security concepts, principles and practices; Nevada Revised Statutes applicable to mental health, medical issues, and the facility. **General knowledge of:** purposes of therapeutic~~

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~~[OPTIONS FOR ALL LEVELS:]~~

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MINIMUM QUALIFICATIONS (cont'd)

FORENSIC SPECIALIST III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): (cont'd) treatment as applied to the mentally and/or medically ill. **Ability to:** recognize aberrant behavior and/or medical illnesses and respond in a therapeutic manner; identify problems before they jeopardize the safety of clients [~~/inmates~~], staff and/or unit/facility; implement assigned portions of the client [~~/inmate~~] medical and psychological treatment plans; respond appropriately to crisis situations and refer to professional staff; actively problem-solve and intervene when client [~~/inmate~~] safety or progress could be effected; seclude and/or properly restrain a client [~~/inmate~~] in accordance with established policies, procedures and guidelines.

FORENSIC SPECIALIST II

~~[OPTION A – MENTAL HEALTH:]~~

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of [~~paraprofessional~~] *experience in a mental health, medical, correctional, law enforcement or related setting, [or closely related experience,]* one year [~~of~~] which *included [must have been in an institutional setting for individuals with mental illness and included]* providing care, treatment, *and* supervision [~~and training for clients.]~~ *for individuals with mental illness.* In addition, applicants must have completed coursework required while working toward certification in accordance with statute and regulation; OR [~~two years of experience including]~~ one year *of experience* as a Forensic Specialist I in Nevada State service, and completion of coursework required [~~by law and agency policy]~~ *while working toward certification in accordance with statute and regulation; OR an equivalent combination of education and experience as described above to include completion of coursework required while working toward certification in accordance with statute and regulation.* (See Special Requirements and Informational Notes)

~~[OPTION B – CORRECTIONS:]~~

~~EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of paraprofessional health services or closely related experience, one of which must have been in an institutional or correctional setting which included providing care, treatment, supervision and training for clients/inmates; OR two years of experience including one year as a Forensic Specialist I in Nevada State service; OR an equivalent combination of education and experience. (See Special Requirements and Informational Notes)~~

~~[BOTH OPTIONS:]~~

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: behaviors associated with mental illness; operation of security devices, mechanisms and systems used in the institution to which assigned; psychotropic medications including desired effects and side effects; assaultive behavior interventions to include self-defense and non-violent control of aggression; laws, regulations and policies related to client [~~/inmate~~] rights. **General knowledge of:** principles of care, treatment and training of the mentally disordered offender; [~~agency~~] policies and procedures related to security functions to include searches, counts, and the operation of the control room; applicable health and safety procedures and standards; principles and practices associated with supervising a group of clients [~~/inmates~~] in an institutional setting; psychological terminology sufficient to understand and carry out professional staff's orders; *competency hearings, trials and other legal proceedings; appropriate court demeanor.* **Ability to:** differentiate between normal and unusual behavior and/or condition of individual clients [~~/inmates~~]; supervise and monitor client [~~/inmate~~] activities and properly control aggressive and maladaptive behavior to ensure the safety of clients [~~/inmates~~] and staff; operate an electronic control room that includes audio and video monitoring of client [~~/inmate~~] movement; organize time and establish priorities as required in performing tasks associated with supervising clients [~~/inmates~~]; appropriately document information regarding client [~~/inmate~~]

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~~[OPTIONS FOR ALL LEVELS:]~~

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MINIMUM QUALIFICATIONS (cont'd)

FORENSIC SPECIALIST II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 property; document observations and progress notes in clear, concise and understandable manner; *assist clients in understanding criminal charges and preparing for trial*; establish and maintain cooperative working relationships with co-workers, supervisors, representatives of other agencies, and the public; escort and transport clients ~~[/inmates]~~ to various locations within and outside the facility; maintain a secure environment while performing mental health/medical related tasks; *and all knowledge, skills and abilities required at the lower level.*

~~[OPTION A – MENTAL HEALTH:]~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: competency hearings, trials and other legal proceedings; appropriate court demeanor.
Ability to: assist clients in understanding criminal charges and preparing for trial.]~~

~~[OPTION B – CORRECTIONS:] (cont'd)~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
Working knowledge of: first aid, CPR and other life saving techniques. **General knowledge of:** basic principles of care, treatment and training of medically ill and mentally disordered inmates; human physiology and symptoms of common illnesses; medical and psychological terminology sufficient to understand and carry out professional staff's orders; universal precautions and infection control procedures. **Ability to:** take vital signs including pulse, blood pressure and temperature; collect or assist in collecting blood, urine or tissue specimens.]~~

~~[BOTH OPTIONS:]~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: security policies, procedures and practices specific to the facility to which assigned; agency programs, functions and activities related to client ~~[/inmate]~~ care.]~~

*FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
 (These are identical to the Entry Level Knowledge, Skills and Abilities for Forensic Specialist III.)*

FORENSIC SPECIALIST I

~~[BOTH OPTIONS:]~~

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of general work experience, one year ~~[of]~~ which was ~~[paraprofessional experience]~~ in a mental health, medical, *correctional, law enforcement* or related setting; **OR** one year of college coursework which included courses in health, behavioral science or criminal justice and one year of general work experience; **OR** an equivalent combination of education and experience *as described above.* (See *Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: proper grammar and punctuation in order to accurately prepare and present reports; basic arithmetic; psychotropic medications including desired effects and side effects; behaviors associated with mental illness; assaultive behavior interventions to include self-defense and non-violent control of aggression; laws, regulations and policies related to client rights. **Ability to:** work alone and as part of a

| | | | |
|-------------------------|-----|----------------|--------|
| FORENSIC SPECIALIST IV | 36* | E D | 13.321 |
| FORENSIC SPECIALIST III | 34* | E D | 13.322 |
| FORENSIC SPECIALIST II | 32* | E D | 13.323 |
| FORENSIC SPECIALIST I | 30* | E D | 13.324 |

~~OPTIONS FOR ALL LEVELS:~~

MINIMUM QUALIFICATIONS (cont'd)

FORENSIC SPECIALIST I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 team under the direction of a supervisor; learn the custody/security policies and procedures of the facility to which assigned; establish rapport and develop positive interpersonal relationships with clients~~[/inmates]~~; differentiate between a personal and therapeutic relationship; accompany clients~~[/inmates]~~ to scheduled appointments, individual and group therapy sessions and various activities; learn and participate in the mental health and/or medical treatment of clients~~[/inmates]~~ in the facility to which assigned; record information in client~~[/inmate]~~ charts clearly and accurately; stand and walk for extended periods of time which may include an entire shift; communicate orally and in writing; safely drive a motor vehicle using defensive driving techniques; understand and follow oral and written instructions, policies and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Forensic Specialist II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

| | <u>13.321</u> | <u>13.322</u> | <u>13.323</u> | <u>13.324</u> |
|-----------------|------------------|------------------|------------------|------------------|
| ESTABLISHED: | 3/3/83R | 3/3/83R | 3/3/83R | 3/3/83R |
| | 1/24/84PC | 1/24/84PC | 1/24/84PC | 1/24/84PC |
| REVISED: | 12/19/85-12 | 12/19/85-12 | 12/19/85-12 | 12/19/85-12 |
| REVISED: | 8/6/87-3 | 8/6/87-3 | 8/6/87-3 | 8/6/87-3 |
| REVISED: | 8/19/88-3 | 8/19/88-3 | 8/19/88-3 | 8/19/88-3 |
| REVISED: | 7/1/89P | 7/1/89P | 7/1/89P | 7/1/89P |
| | 8/19/88PC | 8/19/88PC | 8/19/88PC | 8/19/88PC |
| REVISED: | 9/22/89-3 | | | |
| REVISED: | 10/19/90PC | 10/19/90PC | 10/19/90PC | 10/19/90PC |
| REVISED: | 7/1/91LG | 7/1/91LG | 7/1/91LG | 7/1/91LG |
| REVISED: | | | 8/23/91-3 | 8/23/91-3 |
| REVISED: | 11/15/91PC | 11/15/91PC | 11/15/91PC | 11/15/91PC |
| REVISED: | | 9/1/94UC | | |
| REVISED: | 11/8/94UC | 11/8/94UC | 11/8/94UC | 11/8/94UC |
| REVISED: | 10/13/95UC | 10/13/95UC | 10/13/95UC | 10/13/95UC |
| REVISED: | 6/17/96UC | 6/17/96UC | 6/17/96UC | 6/17/96UC |
| REVISED: | 7/1/01P | 7/1/01P | 7/1/01P | 7/1/01P |
| | 10/4/00PC | 10/4/00PC | 10/4/00PC | 10/4/00PC |
| REVISED: | 7/1/05PC | 7/1/05PC | 7/1/05PC | 7/1/05PC |
| REVISED: | 7/1/07LG | 7/1/07LG | 7/1/07LG | 7/1/07LG |
| REVISED: | 10/1/07LG | 10/1/07LG | 10/1/07LG | 10/1/07LG |
| REVISED: | 4/12/16UC | 4/12/16UC | 4/12/16UC | 4/12/16UC |
| REVISED: | 7/1/19LG | 7/1/19LG | 7/1/19LG | 7/1/19LG |
| REVISED: | 7/24/20UC | 7/24/20UC | 7/24/20UC | 7/24/20UC |