



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>POSTSECONDARY EDUCATION SPECIALIST</b>	<b>37</b>	<b>B</b>	<b>5.227</b>

Under general supervision of the Administrator, Commission on Postsecondary Education (C.P.E.), process licensure requests for non-degree granting postsecondary educational institutions and applications for veterans' benefits; approve, monitor and evaluate licensed institutions, and investigate and resolve student complaints.

Collect information from non-licensed entities for the purpose of determining whether State law requires licensure to include becoming aware of non-licensed entities by reviewing advertisements, through contacts with county business license departments, students and competitors of the institution, and requiring entities to furnish information concerning their operations; review information and consult with the agency administrator or Attorney General's Office if necessary and issue determinations on licensure requirements; if determinations are contested, support recommendation to the C.P.E. and follow through to ensure institutions either apply for a license or cease operation.

Process new applications and renewals for private postsecondary institution licenses from non-degree granting institutions by preparing and presenting licensure recommendations to the C.P.E., which ensures adherence to minimal standards set by law and regulation; communicate license requirements to applicants and provide technical assistance in the preparation of required documents; examine the materials submitted by applicants including courses of study, blueprints, lease agreements, qualifications of school directors, financial statements, budget projections, and operating practices; evaluate the quality and content of educational programs, operating practices, financial soundness, and the adequacy and safety of facilities; work with other State agencies to obtain curricula or applicant evaluations; determine compliance with State laws and regulations.

Process and approve applications for veterans' benefits and monitor approved institutions for compliance with State law and Veterans Administration's (VA) regulations to include examining and evaluating courses of study, school catalogs, financial information, and operating practices to determine whether or not to grant approval for veterans' benefits; inform the VA of approved applicants; coordinate with the VA to determine which institutions will be scheduled for site reviews; perform site reviews of VA approved institutions, including those within the Nevada System of Higher Education, to ensure compliance with State law and VA regulations and verify the accuracy of veterans' educational benefit payments; notify institutions of deficiencies and ensure corrections are made; and notify the VA of any benefit overpayments.

Conduct on-site licensee evaluations to ensure that institutions are in compliance with State statutes and regulations by determining whether the visitation should be conducted by agency staff or if the nature of the evaluation is such that a team of experts should be assembled to conduct the visitation; require the institution to furnish appropriate information regarding their policies and practices; coordinate, train and supervise team members for team site evaluations to ensure comprehensive data collection and optimize each team member's contribution; prepare or collect site evaluation reports and evaluate the institution's compliance with statutes and regulations; determine the action required by the agency or regulatory body; and, if necessary, prepare and present recommendations to the C.P.E.

Evaluate and act upon situations such as curriculum and program changes, changes of school ownership, and requests from out-of-state schools to have agents in the State by reviewing information acquired and either approving or denying the request administratively or requiring the institution to complete a formalized application and evaluation process.

Participate in investigating and resolving student complaints which includes gathering information from

complainants and licensees and subpoenaing persons, records and documents when required; reach settlement of disputes either through negotiation or by rendering decisions based on evaluations of information received and in accordance with remedies allowed by statute; present and support decisions, if necessary, at hearings before the C.P.E.; ensure compliance with decisions; conduct site visits if necessary.

Provide information regarding accreditation, veteran’s approval, regulations, and recordkeeping requirements to licensees, students, other agencies, and the general public by responding to inquiries, attending meetings, and coordinating and presenting informational seminars.

Monitor closures of private postsecondary educational institutions by requiring and evaluating information, including disposition of current students; ensure proper resolution of each student’s training which may involve negotiating agreements to complete training at other licensed institutions; secure and organize all student records of closed schools for permanent retention by the agency.

In the absence of the agency administrator, perform duties required to ensure uninterrupted operations of the agency which may include functioning as an official agency representative before the Legislature, Interim Finance Committee, and Veterans Administration Regional Office.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**INFORMATIONAL NOTE:**

- \* The Education and Experience requirements are consistent with the contract between the United States Department of Veterans Affairs and the State.

**EDUCATION AND EXPERIENCE:** Bachelor’s degree from an accredited college or university in education, public administration, business administration or closely related field and five years of professional experience relevant to the field of education which included responsibilities for program administration and/or evaluation of educational programs; **OR** Master’s degree from an accredited college or university in education, public administration, business administration or closely related field and three years of professional experience relevant to the field of education which included responsibilities for program administration and/or evaluation of educational programs.

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

**General knowledge of:** Veterans Administration (VA) rules and regulations relating to granting VA approval to educational institutions and the granting of VA educational benefits; educational institutions and the regulations and policies which impact them including accreditation standards, federal grants and loans, school recordkeeping systems and requirements, and knowledge of other regulatory bodies and agencies which have jurisdiction over educational institutions. **Ability to:** read, comprehend, and interpret technical documents including State and federal regulations and directives, manuals, school catalogs, and trade and business publications; write grammatically correct business correspondence, comprehensive analytical reports, statistical reports, and informational articles; speak clearly and effectively in order to negotiate agreements, respond to inquiries, and present prepared or extemporaneous material on a one-to-one basis or before groups such as the C.P.E., private school associations, students, and media representatives; establish and maintain cooperative working relationships with co-workers, the Commission on Postsecondary Education, licensees, personnel from other State agencies, and professionals in the field of education; interact with persons of various social, cultural, economic, and educational backgrounds; maintain confidentiality of information as appropriate.

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

**Working knowledge of:** State and federal laws, codes, and regulations dealing with licensure, curriculum, and operating requirements for postsecondary educational institutions; agency administrative regulations, policies, and procedures and relevant State administrative rules and regulations. **Ability to:** analyze financial information including balance sheets, income statements, and budget projections sufficient to evaluate the financial stability

**MINIMUM QUALIFICATIONS (cont'd)**

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): (cont'd)  
of an organization; mediate between contending parties and groups, formulate alternatives and recognize their implications and negotiate persuasively to jointly arrive at solutions; inspect and compare licensee operations and programs and judge if they are similar to prescribed standards.

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 class.

5.227

ESTABLISHED: 5/28/76  
REVISED: 7/6/78-3  
REVISED: 7/1/91P  
7/6/90PC  
REVISED: 5/21/10PC