



**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>CLINICAL PROGRAM PLANNER III</b>	<b>42</b>	<b>A</b>	<b>10.125</b>
<b>CLINICAL PROGRAM PLANNER II</b>	<b>40</b>	<b>B</b>	<b>10.128</b>
<b>CLINICAL PROGRAM PLANNER I</b>	<b>38</b>	<b>B</b>	<b>10.129</b>

**SERIES CONCEPT**

Clinical Program Planners perform and supervise a variety of planning and analytical functions in support of clinical programs and activities within divisions of the Department of Health and Human Services, including quality improvement, program design, policy and procedure development, program evaluation, research, contract and grant development and administration, strategic planning, and training initiatives. Such duties require graduate level education in health-related or social science planning and research, and professional experience in clinical service delivery. The series is not to be used for positions whose duties can be accomplished without such training and experience. Incumbents are typically located in a division central office where broad-based planning and program design and evaluation occur. Incumbents must integrate clinical service delivery concerns into their planning and analytical services to promote service delivery effectiveness and quality according to valid and relevant measures.

Plan, coordinate, and monitor quality improvement and strategic planning activities; develop policies and procedures for quality assurance and quality improvement processes relating to internal programs and community providers; design and conduct program evaluations for use in program planning, budget development, and resource allocation decisions; develop clinical practice guidelines and standards incorporating evidence-based best practices.

Oversee the collection and analysis of program evaluation data for preparation of regular and ad hoc reports; review data to identify trends and possible cause/effect relationships; conduct clinical case reviews to evaluate appropriateness of clinical services provided and compliance with policies, procedures, and regulations; may design, coordinate, and conduct training on clinical tools, intervention models, core competencies, and improvement processes.

Monitor availability of external funding for new and ongoing division activities.

Develop budget requests and monitor expenditures against approved budgets for program planning function; participate in resource allocation decisions regarding the agency's clinical programs.

Research and write a variety of correspondence, recommendations, and reports; design, conduct or supervise literature or field research on various aspects of clinical service delivery.

Administer contracts and grants; communicate funding source requirements to contractor or service delivery staff, and monitor compliance; develop funding proposals, status reports, and requests for proposals; conduct public hearings to receive input on proposals; evaluate proposals and participate in selecting contractors; negotiate contractual agreements; develop and implement monitoring criteria and procedures; train contractors; review program and fiscal reports; conduct on-site program audits; identify and communicate corrective actions needed; recommend revocation of funding when necessary; respond to funding agency inquiries and audit findings.

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**SERIES CONCEPT (cont'd)**

Develop practice guidelines and standards, prepare and present training programs, provide technical assistance to internal and external clinical supervisors in the use of clinical tools and evidence-based practices, assess the quality of care in delivery of services, and evaluate the attainment of program goals by internal and external providers.

Supervise quality assurance, program evaluation, data processing, and support staff; may oversee management information systems.

May serve as liaison to advisory or policy-making committees; may track legislative activities relevant to the division and provide legislative testimony.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Clinical Program Planner III:** Positions assigned to this class manage a centralized planning, research, and evaluation function for a large Division with multiple service delivery agencies statewide, and supervise subordinate supervisors and employees at multiple locations statewide. Responsibilities typically include Division-wide quality improvement and quality assurance for both internal programs and community providers, program planning, program evaluation, contract administration, and grant management.

As an example, a position allocated to this class in the Division of Mental Health and Developmental Services manages all of the listed functions for the entire Division, including some contract administration. The Division has 12,500 clients and 1,000+ employees. Ten employees report to this position, including three subordinate supervisors at different locations statewide.

**Clinical Program Planner II:** Positions assigned to this class oversee quality improvement and quality assurance, program planning, program evaluation, and/or contract administration for a portion of a division, which includes multiple service delivery programs statewide. Positions at this level typically supervise a small staff which may include Clinical Program Planner I's, Licensed Psychologists, and/or other professional positions.

As an example, a position allocated to this class within the Division of Child and Family Services oversees quality improvement, program planning and evaluation for the statewide-children's mental health agency, which has 300+ employees. The incumbent supervises two professionals and two administrative support personnel.

**Clinical Program Planner I:** Positions assigned to this class oversee quality improvement and quality assurance, program planning, program evaluation, and related contract administration for a portion of a large program with multiple service delivery components, which may be regional or statewide. Positions at this level may supervise a small staff.

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**MINIMUM QUALIFICATIONS**

**INFORMATIONAL NOTE:**

- \* Some positions require professional licensure, certification, and/or specialized experience which will be identified at the time of recruitment.

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### MINIMUM QUALIFICATIONS (cont'd)

#### CLINICAL PROGRAM PLANNER III

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in a social science or health-related field, which included clinical intervention coursework, and four years of professional experience in a mental health or intellectual disability service delivery setting including work as a clinician and in program evaluation and/or program planning. One year of the required experience must have included supervision of professionals; **OR** an equivalent combination of experience and education above the master's degree level. (*See Informational Note*)

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

**Ability to:** supervise subordinate supervisors with staff at multiple locations; *and all knowledge, skills and abilities required at the lower levels.*

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

**Ability to:** develop a coordinated approach to planning, research, and evaluation for clinical programs Division-wide.

#### CLINICAL PROGRAM PLANNER II

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in a social science or health-related field, which included clinical intervention coursework, and three years of professional experience in a mental health or intellectual disability service delivery setting including work as a clinician and in program evaluation and/or program planning; **OR** an equivalent combination of experience and education above the master's degree level. (*See Informational Note*)

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

**Detailed knowledge of:** components of strategic planning; social science research design and methodology, including relevant statistical analysis procedures; current issues regarding quality assurance and program evaluation of clinical service delivery systems; use of automated information systems for data analysis.

**Working knowledge of:** principles and practices of personnel supervision. **Ability to:** integrate program evaluation and program planning functions; design and conduct social science research projects; *and all knowledge, skills and abilities required at the lower level.*

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

**Ability to:** supervise planning and evaluation functions over multiple programs statewide; participate in Division-wide resource allocation decisions.

#### CLINICAL PROGRAM PLANNER I

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in a social science or health-related field, which included clinical intervention coursework, and two years of professional experience as a clinician in a mental health or intellectual disability service delivery setting. (*See Informational Note*)

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

**Working knowledge of:** social science research design and methodology, including relevant statistical analysis procedures; current issues regarding quality assurance and program evaluation of clinical service delivery systems; national standards of client care; utilization review principles; current mental health, intellectual disability, and/or child development treatment modalities; current diagnostic classification systems; application and interpretation of standard psychometric tests; use of automated information systems for data analysis. **Ability to:** supervise assigned staff; communicate effectively with program staff and contractors to gain compliance with reporting and funding requirements; provide constructive program evaluation feedback; oversee contractor selection procedures and contract administration; make oral

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**MINIMUM QUALIFICATIONS (cont'd)**

**CLINICAL PROGRAM PLANNER I (cont'd)**

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

presentations; write effective correspondence, grant proposals, and technical reports; analyze budget requests and reports; monitor expenditures against approved budgets; review clinical case records for appropriateness of clinical services provided and compliance with policies and procedures.

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

**Working knowledge of:** computer hardware and software applicable to assigned duties. **Ability to:** translate desired service delivery outcomes into valid program evaluation measures that are understood and accepted by program staff; design professional quality consumer satisfaction surveys and other data collection instruments; analyze problems in administrative and service delivery systems and propose feasible alternatives.

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>10.125</u>	<u>10.128</u>	<u>10.129</u>
ESTABLISHED:	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC
REVISED:	9/7/12UC	9/7/12UC	9/7/12UC