



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

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EE0-4</u>	<u>CODE</u>
<b>HEALTH RESOURCE ANALYST III</b>	<b>38</b>	<b>B</b>	<b>10.505</b>
<b>HEALTH RESOURCE ANALYST II</b>	<b>35</b>	<b>B</b>	<b>10.507</b>
<b>HEALTH RESOURCE ANALYST I</b>	<b>32</b>	<b>B</b>	<b>10.512</b>

**SERIES CONCEPT**

Health Resource Analysts assist in the development, maintenance, implementation and revision of state health care policies and programs.

Conduct community health surveys and community needs assessments; compile health statistics and health care resource information to determine areas of unmet health needs; prepare concise and accurate written reports on specific health care problems, projects or programs as needed; prepare health plans and reports describing health care needs; evaluate federal and state health care policies, legislation and regulations; develop policies and procedures for health care projects, programs and regulations of the health care industry in the State of Nevada; represent the Division at various local, state and national meetings; conduct and participate in public hearings and/or meetings concerning health issues.

Conduct independent reviews and analyses of proposed projects and/or information including certificate of need, primary care systems and health maintenance organization applications submitted by health care providers and/or applicants for new or expanded health care projects to determine compliance with divisional and departmental goals, objectives, program requirements and appropriate regulatory and procedural requirements; prepare and present recommendations; take appropriate action to resolve non-compliance issues, including communicating with appropriate providers and/or applicants; monitor the development of health care resources.

Analyze statewide and national geographic, demographic, socioeconomic, survey, health care utilization, health status indicators, community health profiles, and health resources data; develop inventory of health care providers, health maintenance organization profiles and enrollment data; conduct research; develop and maintain health planning, health maintenance organization and primary care data bases composed of survey data results, health resource information and updated statistical data from various sources; identify and develop data sources at local, state, and national levels.

Provide technical assistance to health care providers and public and private sector organizations including primary care community development organizations, federal qualified health centers, hospitals, skilled nursing facilities, health maintenance organizations, other state and local agencies, consumers and the general public; provide information on regulations, available federal grants, federal programs and other health care system information; participate in community health development and planning meetings, health center board meetings, and State Board of Health meetings, to discuss relevant issues and to present progress reports; provide support to various committees and advisory boards.

Develop draft regulations related to health care legislation; finalize comments and revisions; submit final draft for approval; implement regulations.

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**SERIES CONCEPT (cont'd)**

Conduct independent periodic reviews of health care programs, facilities and providers to determine compliance with decisions and regulations of the department and division, which may include on-site investigation and analysis of documentary evidence and preparing written reports of such investigations for the division and department; assist the department's Deputy Attorney General in cases involving division activities by preparing written materials and testifying as required.

Prepare and develop funding requests; review federal requests for proposal and other notices of funding availability and determine feasibility of state application for funding; conduct research, compile required data and prepare complex grant application requests; prepare and monitor state contracts to ensure performance; maintain a grant log and tracking system; track grant budget expenditures; prepare grant reports.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Health Resource Analyst III:** Under limited supervision, incumbents perform the full range of duties described in the series concept and in addition to supervising a staff of lower-level Health Resource Analysts, may supervise other professional and/or clerical staff as assigned; supervision includes, but is not limited to, performance appraisals, work performance standards, scheduling, time and attendance, work assignment and review, training and discipline. Incumbents develop, review, recommend, maintain and implement division policies, procedures, programs and budgets. Work is reviewed through final written reports and recommendations. Nevada Revised Statutes and Nevada Administrative Code are available for reference, however, original problem solving is required. This is the supervisory level of the series.

**Health Resource Analyst II:** Under general supervision, incumbents perform the full range of duties as described in the series concept. Work is reviewed through written reports and meetings. Nevada Revised Statutes and Nevada Administrative Code are available for reference, however, original problem solving is required. This is the journey level class in the series.

**Health Resource Analyst I:** Under general supervision, incumbents receive training in the performance of the duties described in the series concept and perform assigned tasks under direct supervision. Work is reviewed on an ongoing basis. This is the entry level class in the series.

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**MINIMUM QUALIFICATIONS**

**HEALTH RESOURCE ANALYST III**

**EDUCATION AND EXPERIENCE:** Bachelor's degree in the health sciences, public administration, social sciences or closely related field and three years experience in the health/social sciences or related field which involved analysis of health data, identification of health care needs, and the development of health care reports, policies and programs; **OR** one year as a Health Resource Analyst II in Nevada State service; **OR** an equivalent combination of education and experience.

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### MINIMUM QUALIFICATIONS (cont'd)

#### HEALTH RESOURCE ANALYST III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):  
**Ability to:** work independently with a heavy work load under the pressure of deadlines; develop and implement program goals and objectives; *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:** cost/benefit analysis, principles and techniques of data collection and statistical analysis. **Ability to:** supervise lower level Health Resource Analysts.

#### HEALTH RESOURCE ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree in the health sciences, public administration, social sciences or closely related field and two years of experience in the health/social sciences or related field which involved analysis of health data, identification of health care needs, and the development of health care reports, policies and programs; **OR** two years experience as a Health Resource Analyst I in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):  
**Working knowledge of:** analytical techniques applied to financial and programmatic information regarding the operation of health facilities in order to determine cause and effect relationships between program activities and cost of health services; federal and typical state laws pertaining to health planning, certificate of need, and health care access programs; Nevada Hospital and Long Term Care Facilities Summary Utilization Reports; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
**Working knowledge of:** the principles and rules of administrative law as applied to the regulatory process undertaken by State agencies; the use of computer hardware and software to analyze data and prepare reports; grant development and funding requirements; local, state and federal health care systems and funding entities. **Ability to:** write legal and technical documents such as responses regarding health care programs, facilities and cost containment strategies; make oral presentations to provide information or explain procedures and policies pertaining to health plans, the certificate of need process, regulation development and interpretation and managed care systems including health maintenance organizations and primary care access programs; analyze proposals to construct health facilities and/or provide health services to determine if a need is being met and if the proposals are financially feasible; develop regulations and draft legislation; collect and analyze statistical data; work independently and adjust priorities.

#### HEALTH RESOURCE ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree in the health sciences, public administration, social sciences or closely related field; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):  
**General knowledge of:** descriptive statistics and research methods utilized to analyze health-related data and implement health planning activities. **Ability to:** assimilate a large volume of information and write concise, well written, logical summaries of the issues and analytical reports on health programs, facilities and services; negotiate and exchange ideas and information with others to formulate policies and programs and/or arrive jointly at decisions or solutions; establish and maintain cooperative working relationships with co-workers as well as those persons or groups who are effected by agency actions; work with constant interruptions; project trends based on existing data and the application of statistical techniques; perform basic calculations such as computing ratios, rates and percentages to analyze health-related statistical data.

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**MINIMUM QUALIFICATIONS (cont'd)**

**HEALTH RESOURCE ANALYST I**(cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
**Working knowledge of:** applicable state and federal health laws and regulations; health planning theory; the organization and management of health agencies and delivery systems; medical and health care terminology related to health programs, facilities, equipment and services. **Ability to:** write regulations which meet program objectives and which are defensible; mediate between contending parties; operate personal computers and related software.

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.

	<u>10.505</u>	<u>10.507</u>	<u>10.512</u>
ESTABLISHED:	7/1/87-12P	7/1/87P	7/1/87-12P
REVISED:	1/30/87PC	1/30/87PC	1/30/87PC
REVISED:	7/1/97P	7/1/97P	7/1/97P
	9/19/96PC	9/19/96PC	9/19/96PC
REVISED:	6/19/15PC	6/19/15PC	6/19/15PC