



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>
FAMILY READINESS SPECIALIST SUPERVISOR	35	B	12.378
FAMILY READINESS SPECIALIST	31	B	12.375

SERIES CONCEPT

Family Readiness Supervisors/Specialists, within the Office of the Military, Nevada Army National Guard, serve as advisors and provide support for the Family Readiness Program in order to assist participants in obtaining the skills and resources necessary to become resilient, self-sufficient and self-reliant members of the State of Nevada's military community; assist in developing, planning, implementing and administering the program; ensure quality of life and well-being of members of the National Guard and their families for issues such as benefits and entitlements.

Assist in planning, maintaining, streamlining and updating program information; coordinate, prepare and disseminate program information to staff, National Guard units, family members and stakeholders; conduct or assist in conducting briefings, trainings, seminars, conferences, and workshops as appropriate for staff and program participants in order to provide information, stimulate interest, and garner support on benefits and entitlements; conduct needs assessments to identify additional areas where family members may require assistance; assist in developing and maintaining information and referral programs specific to location; provide technical assistance to personnel publicizing quality of life and the Family Readiness Program.

Identify and maintain volunteer training materials and literature; design and conduct orientation and training programs for volunteers; identify volunteers at the unit level to serve as volunteer coordinators; develop standard formats and procedures to record volunteer hours and to collect other volunteer related data; receive, track, maintain and report on volunteer hours contributed; participate in the design and presentation of volunteer recognition activities.

Initiate and provide technical assistance for the development of Family Readiness Groups (FRGs); implement Guard Family Team Building (GFTB) and Guard Family Action Plan (GFAP) programs.

Develop standard formats and procedures to collect, research, analyze and develop data used to support achievements; identify areas for improvement; facilitate site visit reporting and improve services provided to customers and the State.

Submit information to support program development for budget forecasting.

Plan and coordinate mobilization processes for pre-deployment, deployment, and post-deployment issues; coordinate with local community resource agencies, i.e., active duty installations, American Red Cross, and military health benefit administrators; assist the State Family Youth Program that addresses issues and concerns of youth related to Guard life and youth readiness and well-being.

Perform related duties as assigned.

CLASS CONCEPTS

Family Readiness Specialist Supervisor: Under general supervision, and in addition to performing the range of duties described in the series concept, incumbents develop program budget formulations and forecasts relative

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CLASS CONCEPTS (cont'd)

Family Readiness Specialist Supervisor: (cont'd)

to major event-based influences, and explain and defend budgets; conduct needs assessments with stakeholders in order to direct, analyze, and evaluate programs and initiatives to ensure cost effectiveness and maximum operating gains; organize, market, and monitor effectiveness of Family Readiness community capacity-building efforts; assist in strategic planning and interservice coordination; advise chain of command of current and proposed programs and policies requiring modification to improve family readiness and wellness; support accreditation/certification and internal control process requirements.

Provide assistance to local units in accomplishing the objectives of the program; provide technical interpretation and guidance to service members and the unit command team in order to educate the navigation of military systems; ensure all recommendations are in accordance with applicable guidelines, policies, and regulations; and provide commanders with assistance in solving problems affecting the military community and in improving the quality of life and well-being of members.

Prepare and submit analytical, narrative and/or statistical reports regarding program activities as required.

Liaise with key officials, headquarters, State and federal government, and non-governmental agencies and organizations, and other military services; provide guidance to commands and FRGs on use and oversight of non-appropriated funds; consolidate data, develop reports, and implement work/life services and activities.

Supervise Family Readiness Specialists to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training and discipline. This is the supervisory level in the series.

Family Readiness Specialist: Under general supervision of the Family Readiness Specialist Supervisor, performs the full range of duties described in the series concept at the journey level.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Must be able to pass State/Federal/Department of Defense background investigation.
- * Must be a United States Citizen.
- * Must be able to work weekends, evenings and/or holidays.
- * Statewide travel is required.

INFORMATIONAL NOTE:

- * A valid driver's license or evidence of equivalent mobility is required upon appointment and as a condition of continuing appointment.

FAMILY READINESS SPECIALIST SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, social work, psychology or related field and two years of professional experience in a military Family Readiness Program; **OR** graduation from high school or equivalent education and four years of professional experience as described above; **OR** two years of experience as a Family Readiness Specialist in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Note*)

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

Working knowledge of: the Family Readiness Program rules, regulations, policies and procedures; administrative principles and practices, including goal setting, program development and implementation;

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MINIMUM QUALIFICATIONS (cont'd)

FAMILY READINESS SPECIALIST SUPERVISOR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
analytical and evaluative techniques and methods; human services matters and programs benefiting families, and military and civilian employees; regulations, policies, and guidance affecting the use of resources and related support resources; statistical methods required to analyze, project and present fiscal effects. **General knowledge of:** supervisory principles and practices; budget guidelines, accounting, auditing, financial reporting and/or research/statistical methods; work processes, goals and objectives in order to plan, develop and implement programs designed to improve and maintain National Guard family readiness and quality of life. **Ability to:** identify, analyze and solve procedural or programmatic and operational problems to provide alternatives and implement effective solutions; plan, coordinate, implement, and manage the Family Readiness Program in compliance with established requirements, standards, and objectives; organize materials, information and resources systematically to optimize efficiency; measure and improve human services program effectiveness and productivity, and make recommendations for program improvement; negotiate and exchange ideas, information and opinions with others to formulate policies and programs in order to reach a consensus; *and all knowledge skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Ability to: set priorities which accurately reflect the relative importance of job responsibilities; coordinate and train subordinate personnel; evaluate the effectiveness and efficiency of the program enough to recognize and define social problems, improve procedures and practices and enhance program services.

FAMILY READINESS SPECIALIST

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in business administration, public administration, social work, psychology or related field and one year of experience in a military family support and/or well-being program which included interpreting and applying laws and regulations; preparing presentations for training purposes; and interpreting and maintaining documents relating to program services; **OR** graduation from high school or equivalent education and two years of experience as described above; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):
General knowledge of: military organization of the National Guard; military personnel, human resources, and family programs; State and federal regulations and benefits; research techniques to locate medical, military and technical documentation; local, State and federal social services available to members and their families; current learning technologies and various instructional methods. **Ability to:** present and advocate the program to the community; organize and prioritize job responsibilities to meet required timeframes; work as part of a team; establish and maintain cooperative working relationships with co-workers, other agencies, training providers, military personnel and the public; establish and maintain rapport with military members and families; communicate effectively both orally and in writing in order to disseminate information, explain situations and provide information regarding options available; interpret, apply and explain applicable laws, regulations and policies; use a personal computer including word processing, spreadsheet and database programs to establish, store, maintain and retrieve information; work within specific agency programs or operations, policies and procedures affecting assigned work.

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

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.

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