



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]38*	D	13.321
FORENSIC SPECIALIST III	[34]36*	D	13.322
FORENSIC SPECIALIST II	[32]34*	D	13.323
FORENSIC SPECIALIST I	[30]32*	D	13.324

SERIES CONCEPT

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.

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 and staff; monitor activities of staff and clients through video monitors; maintain awareness of staff locations; check staff in and out; account for staff keys, 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; make visual contact with the client which may include pulling back bedcovers and using flashlights to ensure visual recognition and client 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.

Conduct room and body searches to detect controlled substances, contraband and weapons; search clients 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 rooms, multipurpose rooms, day rooms, kitchen and grounds; identify health hazards, evidence of drug use, contraband or weapons.

*** Reflects a 2-grade special salary adjustment granted by the 2005 Legislature, a 2-grade granted by the 2019 Legislature, and a 2-grade granted by the 2023 Legislature to improve recruitment and retention.**

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SERIES CONCEPT (cont'd)

Independently, or in conjunction with other forensic staff, supervise clients 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 and staff; search the area prior to client entry for contraband, security problems or hazards; monitor client activity while in the area; search the area after clients/leave.

Control aggressive and maladaptive behavior of clients 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 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.

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

Assist assigned clients 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 to medical appointments, hospitals and other locations as assigned.

Inventory property of clients upon admission and discharge; monitor property release to clients by following appropriate policies and procedures; ensure the client has appropriate funds to mail their personal property upon discharge and then mail client 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.

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.

Forensic Specialist III: Under limited supervision of professional staff or Forensic Specialist IVs, incumbents perform the full range of duties described in the series concept. 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.

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 continuing trainee level in the series and progression to the journey level may occur upon successful completion of required certification

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CLASS CONCEPTS (cont'd)

Forensic Specialist II: (cont'd)

training, meeting minimum qualifications, satisfactory performance and approval of the appointing authority.

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. 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 trainee level in the series and progression to the next level may occur upon successful completion of required certification training, meeting minimum qualifications, satisfactory performance and 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.

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 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.

FORENSIC SPECIALIST IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of experience in a mental health, medical, correctional, law enforcement, or related setting, three years which included providing care, treatment, and supervision for individuals with mental illness. In addition, applicants must have attained and maintained valid certification as required by statute and regulation; **OR** 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*)

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MINIMUM QUALIFICATIONS (cont'd)

FORENSIC SPECIALIST IV (cont'd)

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 and staff activities; administer discipline.

FORENSIC SPECIALIST III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in a mental health, medical, correctional, law enforcement or related setting, two years which included providing care, treatment, and supervision for individuals with mental illness. In addition, applicants must have attained and maintained valid certification in accordance with statute and regulation; **OR** 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)*

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

Detailed knowledge of: methods and practices used to supervise clients 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 by conducting head counts and special watches to ensure the whereabouts and condition of all clients and to detect medical or security problems; assist in the development, evaluation and revision of client treatment plans as a member of a treatment team; co-facilitate group and individual therapy sessions to assist clients in dealing with their problems; assist in developing a syllabus for group therapy sessions; orient clients 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.*

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

Working knowledge of: department, division and agency policies and procedures pertaining to client 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 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, staff and/or unit/facility; implement assigned portions of the client medical and psychological treatment plans; respond appropriately to crisis situations and refer to professional staff; actively problem-solve and intervene when client safety or progress could be effected; seclude and/or properly restrain a client in accordance with established policies, procedures and guidelines.

MINIMUM QUALIFICATIONS (cont'd)

FORENSIC SPECIALIST II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in a mental health, medical, correctional, law enforcement or related setting, one year which included providing care, treatment, and supervision for individuals with mental illness. In addition, applicants must have completed coursework required while working toward certification in accordance with statute and regulation; **OR** one year of experience as a Forensic Specialist I in Nevada State service, and completion of coursework required 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)*

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 rights. **General knowledge of:** principles of care, treatment and training of the mentally disordered offender; 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 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; supervise and monitor client activities and properly control aggressive and maladaptive behavior to ensure the safety of clients and staff; operate an electronic control room that includes audio and video monitoring of client movement; organize time and establish priorities as required in performing tasks associated with supervising clients; appropriately document information regarding client 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 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.*

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

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of general work experience, one year which was 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 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; differentiate between a personal and therapeutic relationship; accompany clients to scheduled appointments, individual

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MINIMUM QUALIFICATIONS (cont'd)

FORENSIC SPECIALIST I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
and group therapy sessions and various activities; learn and participate in the mental health and/or medical treatment of clients in the facility to which assigned; record information in client 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.

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ESTABLISHED:	3/3/83R 1/24/84PC	3/3/83R 1/24/84PC	3/3/83R 1/24/84PC	3/3/83R 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 8/19/88PC	7/1/89P 8/19/88PC	7/1/89P 8/19/88PC	7/1/89P 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 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC
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REVISED:	4/12/16UC	4/12/16UC	4/12/16UC	4/12/16UC
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REVISED:	7/24/20UC	7/24/20UC	7/24/20UC	7/24/20UC
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