



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#12-16

February 05, 2016

TO: DHRM Listserv Recipients

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: FY 2015/2016 CLASS SPECIFICATION MAINTENANCE REVIEWS

During this biennium, the Division of Human Resource Management will conduct class specification maintenance reviews for classes on the attached list. These reviews are intended to update duty statements, review class concepts and ensure the validity of the minimum qualifications. Classification analysts will work closely with recruiters and subject matter experts to develop class specifications that are effective for recruitment and classification.

We will not be reviewing individual positions in this process, nor do we anticipate any grade changes as a result of the reviews. The NPD-19 process remains the appropriate avenue for addressing significant changes in a position.

At the time the review of a class or series begins, each agency that has positions in the class or series will be contacted.

LE:rb/tp

CLASS SPECIFICATION MAINTENANCE REVIEWS

CLERICAL AND RELATED SERVICES

Accounts Maintenance

- 2.300 Accounting Assistant (4 levels)

FISCAL MANAGEMENT AND STAFF SERVICES

Financial

- 7.139 Auditor series

Revenue Collections & Management

- 7.223 Tax Manager
- 7.263 Contributions Examiner (3 levels)

Materials Acquisition & Services - Purchasing & Inventory Control

- 7.311 Purchasing Technician series

Personnel & Training

- 7.509 Personnel Officer (3 levels)
- 7.514 Personnel Analyst (3 levels)
- 7.532 Personnel Technician (3 levels)

Administrative & Budget Analysis

- 7.643 Program Officer (3 levels)

Actuarial/Research/Grant Analysis

- 7.707 Chief Economist

Public Information

- 7.846 Museum Attendant (2 levels)

Information Technology

- 7.921 IT Professional (4 levels)

MECHANICAL AND CONSTRUCTION TRADES

Skilled Trades and Allied

- 9.434 Events Center Technician (2 levels)

MEDICAL, HEALTH AND RELATED SERVICES

Health Related Services

- 10.238 Health Program Specialist (2 levels)
- 10.240 Quality Assurance Specialist (4 levels)
- 10.243 Workers' Compensation Nurse (2 levels)

Public Health Dental

- 10.265 Dental Equipment Technician

Nursing Services - Health & Support Services

- 10.340 Consumer Services Coordinator

Environmental and Health Protection - Hospital Inspection

- 10.500 Deputy Administrator, Health
- 10.505 Health Resource Analyst (3 levels)

Allied Therapies

- 10.615 Speech Pathologist (2 levels)

Laboratory Services

- 10.723 Pharmacy Technician (2 levels)

REGULATORY AND PUBLIC SAFETY**Law Enforcement Support Services**

- 11.260 Security Officer (2 levels)

Licensing & Regulations

- 11.401 Chief Insurance Examiner

Emergency Management

- 11.600 Deputy Administrator, Emergency Management

SOCIAL SERVICES AND REHABILITATION**Employment Security Claims Examination & Placement**

- 12.103 Deputy Administrator, DETR
- 12.136 ESD Manager (4 levels)
- 12.144 ESD Program Chief
- 12.110 ESD Appeals Referee (3 levels)
- 12.133 DETR Business Process Analyst (2 levels)
- 12.127 ESD Program Specialist (3 levels)

Social Services

- 12.368 Crime Victim Compensation Specialist

Rehabilitation

- 12.402 Rehabilitation Chief (2 levels)
- 12.455 Rehabilitation Manager (2 levels)
- 12.423 Client Assistance Specialist
- 12.416 Rehabilitation Counselor (4 levels)
- 12.440 Vocational Evaluator (2 levels)
- 12.450 Orientation/Mobility Instructor (2 levels)
- 12.443 Rehabilitation Technician (2 levels)

- 12.460 Correctional Substance Abuse Program Director
- 12.466 Substance Abuse Counselor (3 levels)

Group Institutional Supervision & Correction – Juvenile

- 12.523 Assistant Superintendent Youth Facility
- 12.532 Head Group Supervisor/Assistant Head Group Supervisor
- 12.535 Group Supervisor (4 levels)