



**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
**Carson City, Nevada 89701-4204**  
**(775) 684-0150**  
**<http://dop.nv.gov>**

**MEMO PERD #30/10**  
**April 30, 2010**

**TO:** Personnel Commission Members  
Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Employee Representatives

**FROM:** Teresa Thienhaus, Director  
Department of Personnel

A handwritten signature in cursive script that reads "Teresa Thienhaus".

**SUBJECT: PROPOSED CLASSIFICATION CHANGES**

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Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify Peter Long in the Compensation and Classification Division in writing no later than May 28, 2010.

If no written objections are received in this office by May 28, 2010, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

## NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **13-10**

Posting Expires: **May 28, 2010**

Per NRS 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
10.550	HEALTH FACILITIES SURVEYOR IV – NURSE	40* B	10.550	HEALTH FACILITIES SURVEYOR IV – NURSE	40* B
10.508	HEALTH FACILITIES SURVEYOR IV – OPTIONS	38 B	10.508	HEALTH FACILITIES SURVEYOR IV – OPTIONS	38 B
10.551	HEALTH FACILITIES SURVEYOR III – NURSE	38* B	10.551	HEALTH FACILITIES SURVEYOR III – NURSE	38* B
10.510	HEALTH FACILITIES SURVEYOR III – OPTIONS	36 B	10.510	HEALTH FACILITIES SURVEYOR III – OPTIONS	36 B
10.552	HEALTH FACILITIES SURVEYOR II – NURSE	37* B	10.552	HEALTH FACILITIES SURVEYOR II – NURSE	37* B
10.509	HEALTH FACILITIES SURVEYOR II – OPTIONS	35 B	10.509	HEALTH FACILITIES SURVEYOR II – OPTIONS	35 B
10.553	HEALTH FACILITIES SURVEYOR I – NURSE	34* B	10.553	HEALTH FACILITIES SURVEYOR I – NURSE	34* B
10.516	HEALTH FACILITIES SURVEYOR I – OPTIONS OPTIONS: A. DIETITIAN B. SANITARIAN C. MEDICAL TECHNOLOGIST D. SOCIAL WORKER E. GENERALIST	32 B	10.516	HEALTH FACILITIES SURVEYOR I – OPTIONS OPTIONS: A. DIETITIAN B. SANITARIAN C. MEDICAL TECHNOLOGIST D. SOCIAL WORKER E. GENERALIST	32 B

### **EXPLANATION OF CHANGE**

At the request of the Health Division, the Department of Personnel made a minor revision to the series concept to remove the outdated reference to the Bureau of Licensure and Certification.

The Health Division participated in this review and supports the recommendation.

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CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
11.701	Deputy Fire Chief (Air National Guard)	38 D	11.701	Deputy Fire Chief (Air National Guard)	38 D
11.702	Assistant Fire Chief (Air National Guard)	36 D	11.702	Assistant Fire Chief (Air National Guard)	36 D
11.703	Crew Chief (Air National Guard)	34 D	11.703	Crew Chief (Air National Guard)	34 D
11.705	Firefighter/Driver Operator (Air National Guard)	32 D	11.705	Firefighter/Driver Operator (Air National Guard)	32 D

### **EXPLANATION OF CHANGE**

At the request of the Office of the Military, the Department of Personnel made a minor revision to the Special Notes and Requirements to remove the requirement that applicants must join the Nevada National Guard prior to appointment. The removal of this requirement would aid in the recruitment of firefighters.

The Office of the Military participated in this review and supports the recommendation.

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The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0151.

**Objections to the proposed change(s) must be received in writing by May 28, 2010.** Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

**POSTING DATE: April 30, 2010**

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STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH FACILITIES SURVEYOR IV – NURSE	40*	B	10.550
HEALTH FACILITIES SURVEYOR IV – OPTIONS	38	B	10.508
HEALTH FACILITIES SURVEYOR III – NURSE	38*	B	10.551
HEALTH FACILITIES SURVEYOR III – OPTIONS	36	B	10.510
HEALTH FACILITIES SURVEYOR II – NURSE	37*	B	10.552
HEALTH FACILITIES SURVEYOR II – OPTIONS	35	B	10.509
HEALTH FACILITIES SURVEYOR I – NURSE	34*	B	10.553
HEALTH FACILITIES SURVEYOR I – OPTIONS	32	B	10.516
<b>OPTIONS:</b>			
A. DIETITIAN			
B. SANITARIAN			
C. MEDICAL TECHNOLOGIST			
D. SOCIAL WORKER			
E. GENERALIST			

SERIES CONCEPT

Health Facilities Surveyors inspect a variety of health care facilities including: hospitals, skilled nursing facilities, intermediate care facilities, intermediate care facilities for the developmentally disabled, home health agencies, ambulatory surgical centers, facilities for treatment of irreversible renal disease, hospital laboratories, independent physician offices and environmental laboratories, rural health clinics, hospices, comprehensive outpatient rehabilitative facilities, independent physical therapists, outpatient physical therapy facilities, portable X-Ray facilities, adult day care facilities, adult group care facilities, alcohol and drug abuse treatment centers, obstetrical centers, independent centers for emergency medical care, rehabilitation clinics and occupational and physical therapists for licensure or certification in accordance with federal and/or State regulations for licensure, Medicare, and/or Medicaid.

Conduct inspections of assigned facilities independently or as part of a multi-disciplinary team with members using their areas of special expertise to evaluate many different program components such as the inspection, review, and evaluation of nursing services, laboratory services, admission, discharge, and resident rights processes and policies, dietary services and life safety code inspections.

Participate in initial meetings with facility administrators to explain the inspection process, solicit cooperation, and obtain access to the information needed to complete the inspection; review facility records including by-laws, policies, procedures and implementation practices to determine compliance with licensure and certification requirements; and review patient records to determine whether medical and social services were provided in accordance with physicians' diagnoses, orders and treatment plans, facilities' resident assessments, and residents' mental and physical condition.

Inspect the physical plant by touring the facility, counting rooms and beds, noting problems or deficiencies in construction standards, and evaluating infection control measures and environmental conditions relating to safety and sanitation; and evaluate the type of care being provided by the facility by conducting patient, patient family, and employee interviews and noting observations.

Prepare a summary of findings including identification of violations, for presentation to the facility administrator during the exit interview; prepare a formal report detailing the results of the inspection; make

\* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.

<b>HEALTH FACILITIES SURVEYOR IV – NURSE</b>	<b>40</b>	<b>B</b>	<b>10.550</b>
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<b>HEALTH FACILITIES SURVEYOR III – NURSE</b>	<b>38</b>	<b>B</b>	<b>10.551</b>
<b>HEALTH FACILITIES SURVEYOR III – OPTIONS</b>	<b>36</b>	<b>B</b>	<b>10.510</b>
<b>HEALTH FACILITIES SURVEYOR II – NURSE</b>	<b>37</b>	<b>B</b>	<b>10.552</b>
<b>HEALTH FACILITIES SURVEYOR II – OPTIONS</b>	<b>35</b>	<b>B</b>	<b>10.509</b>
<b>HEALTH FACILITIES SURVEYOR I – NURSE</b>	<b>34</b>	<b>B</b>	<b>10.553</b>
<b>HEALTH FACILITIES SURVEYOR I – OPTIONS</b>	<b>32</b>	<b>B</b>	<b>10.516</b>

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**SERIES CONCEPT (cont'd)**

recommendations to Centers for Medicare and Medicaid Services regarding whether a facility should be certified for Medicaid/Medicare; determine and assist in the preparation of appropriate administrative sanctions, fines, or other actions depending on seriousness of violations, and forward to the **Bureau** Chief [~~Bureau of Licensure and Certification (BLC)~~]; recommend long term care enforcement remedies; review facility-prepared plans of correction and return for modifications as needed; conduct informal and formal dispute resolution meetings; conduct follow-up visits to facilities according to the schedule established in the final report to ensure that compliance is proceeding on schedule; testify as an expert witness or State’s witness at legal proceedings; and coordinate with a variety of official agencies to ensure protection and safety of the general public.

Investigate complaints against facilities by identifying the problem area, visiting the facility, determining whether a problem exists, and following up by responding to the complainant.

Review architectural drawings/plans to ensure compliance with State construction standards for facilities and life safety code standards; and communicate final determinations to facilities and contractors.

Provide information to health care administrators and personnel and assist them in interpreting and meeting State and federal regulations and statutes; and prepare and conduct formal provider training seminars.

Determine if a request for variance or waiver from federal and/or State regulations jeopardizes the health and safety of patients and employees; investigate circumstances of request; prepare findings of fact and position papers showing impact to public welfare and purpose of regulations; prepare an assessment of undue hardship to comply with requirements; present variance or waiver request to the State Board of Health; and work with facility to ensure regulatory compliance of acceptable variance or waiver to requirements.

Research federal, State, and local laws and regulations; prepare drafts of proposed regulations; solicit public comment and conduct public workshops; respond to public comment; present final regulations to the State Board of Health for approval; represent the bureau on advisory boards to interpret State and federal regulations and statutes; and communicate and coordinate with other agencies.

Participate in presenting in-service training seminars for fellow surveyors on healthcare regulation issues and inform fellow workers of latest techniques for provision of services; and instruct new surveyors on duties, responsibilities, and authority through the preceptorship program.

Maintain currency in trade literature, new federal, State, and local government regulations and directives, instructions and manufacturers literature; and monitor lab and health care industry for changes.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Health Facilities Surveyor IV:** Under general direction, incumbents plan, organize, train, and supervise the work of Health Facilities Surveyors and Health Facilities Surveyor – Nurses at the I, II, and/or III level. Incumbents draft legislation and develop rules and regulations; oversee the development, maintenance, and

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<b>HEALTH FACILITIES SURVEYOR III – NURSE</b>	<b>38</b>	<b>B</b>	<b>10.551</b>
<b>HEALTH FACILITIES SURVEYOR III – OPTIONS</b>	<b>36</b>	<b>B</b>	<b>10.510</b>
<b>HEALTH FACILITIES SURVEYOR II – NURSE</b>	<b>37</b>	<b>B</b>	<b>10.552</b>
<b>HEALTH FACILITIES SURVEYOR II – OPTIONS</b>	<b>35</b>	<b>B</b>	<b>10.509</b>
<b>HEALTH FACILITIES SURVEYOR I – NURSE</b>	<b>34</b>	<b>B</b>	<b>10.553</b>
<b>HEALTH FACILITIES SURVEYOR I – OPTIONS</b>	<b>32</b>	<b>B</b>	<b>10.516</b>

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**CLASS CONCEPTS (cont'd)**

**Health Facilities Surveyor IV** (cont'd)

revision of quality assurance systems; analyze document preparation and approve sanction action to be taken against violators; and develop strategies to match employee capabilities with agency needs. Work is reviewed through progress reports and meetings. This is the supervisory level in the series.

**Health Facilities Surveyor III:** Under limited supervision, incumbents perform the duties described in the series concept. Incumbents are assigned primary responsibility for the timely and accurate completion of survey activities, develop survey quality assurance programs, identify staff training needs, and provide supervision to other staff as assigned. This is the advanced journey level in the series.

**Health Facilities Surveyor II:** Under general supervision, incumbents perform the duties described in the series concept. This is the journey level in the series.

**Health Facilities Surveyor I:** Under close supervision, incumbents receive training in the performance of duties described in the series concept. This is the trainee level in the series.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENT:**

- \* Current certification, licensure, or registration by the appropriate licensing board in the State of Nevada is required at the time of appointment and must be maintained as a condition of continuing employment.

**HEALTH FACILITIES SURVEYOR IV – NURSE**

**EDUCATION AND EXPERIENCE:** Bachelor’s degree from an accredited college or university in nursing; three years experience as a practicing Registered Nurse including at least two years of direct patient care, including supervisory, administrative, inspection, or regulatory responsibilities; four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; and licensure as a Registered Nurse; **OR** one year of experience as a Health Facilities Surveyor III – Nurse in Nevada State service; **OR** licensure as a Registered Nurse and an equivalent combination of education and experience. (*See Special Requirement*)

**HEALTH FACILITIES SURVEYOR IV – OPTIONS**

**EDUCATION AND EXPERIENCE:**

**Option A – Dietitian:** Bachelor’s degree from an accredited college or university in institutional management, clinical nutrition, food and nutrition services, or related field of study; certification as a Registered Dietitian by the American Dietetic Association’s Commission on Dietetic Registration or its successor organization; three years of experience as a practicing dietitian, including supervisory, administrative, inspection, or regulatory responsibilities; and four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint

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### MINIMUM QUALIFICATIONS (cont'd)

#### HEALTH FACILITIES SURVEYOR IV – OPTIONS (cont'd)

##### EDUCATION AND EXPERIENCE (cont'd)

##### Option A – Dietitian (cont'd)

investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor III in an option relevant to the position; **OR** certification as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor organization and an equivalent combination of education and experience. (*See Special Requirement*)

**Option B – Sanitarian:** Bachelor's degree from an accredited college or university in environmental health or related field of study; three years of environmental health work experience, including supervisory, administrative, inspection, or regulatory responsibilities; certificate of registration as an Environmental Health Specialist; and four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor III in an option relevant to the position; **OR** certificate of registration as an Environmental Health Specialist and an equivalent combination of education and experience. (*See Special Requirement*)

**Option C – Medical Technologist:** Bachelor's degree from an accredited college or university in medical technology, chemistry, physical science, biology, or related field of study; three years of experience (at least 30 hours per week) in a laboratory of a hospital, university, or health department under the supervision of a director who possesses a doctoral degree; certification as a General Supervisor of a Licensed Laboratory; and four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor III in an option relevant to the position; **OR** certification as a General Supervisor of a Licensed Laboratory and an equivalent combination of education and experience. (*See Special Requirement*)

**Option D – Social Worker:** Bachelor's degree from an accredited college or university in Social Work; three years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; licensure as a Social Worker or Associate in Social Work; and four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** licensure as an Independent Social Worker or Clinical Social Worker and two years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; and four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor III in an option relevant to the position; **OR** licensure as a Social Worker or Associate in Social Work and an equivalent combination of education and experience. (*See Special Requirement*)

HEALTH FACILITIES SURVEYOR IV – NURSE	40	B	10.550
HEALTH FACILITIES SURVEYOR IV – OPTIONS	38	B	10.508
HEALTH FACILITIES SURVEYOR III – NURSE	38	B	10.551
HEALTH FACILITIES SURVEYOR III – OPTIONS	36	B	10.510
HEALTH FACILITIES SURVEYOR II – NURSE	37	B	10.552
HEALTH FACILITIES SURVEYOR II – OPTIONS	35	B	10.509
HEALTH FACILITIES SURVEYOR I – NURSE	34	B	10.553
HEALTH FACILITIES SURVEYOR I – OPTIONS	32	B	10.516

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### MINIMUM QUALIFICATIONS (cont'd)

#### HEALTH FACILITIES SURVEYOR IV – OPTIONS (cont'd)

##### EDUCATION AND EXPERIENCE (cont'd)

**Option E – Generalist:** Bachelor's degree from an accredited college or university in public health, health care administration, the medical or biological sciences, or a related field of study; three years of professional health administration experience, including supervisory, administrative, inspection, or regulatory responsibilities; and four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** the requirements as specified for the Health Facilities Surveyor III – Nurse or one of the Options for Dietitian, Sanitarian, Medical Technologist, or Social Worker at the Health Facilities Surveyor III level; and four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** one year of experience as a Health Facilities Surveyor III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

#### HEALTH FACILITIES SURVEYOR IV - ALL POSITIONS

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

**Ability to:** set unit workload priorities; develop and implement program goals and objectives; establish and maintain collaborative working relationships with related agencies, health care facility administrators, and the media; maintain organized tracking systems, interpret patterns and develop alternative plans; make independent judgments when designated as a hearing officer; *and all knowledge, skills and abilities required at the lower levels.*

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

**Detailed knowledge of:** federal and State laws, rules, and regulations as applied to the inspection of health facilities; mediation and adjudicatory practices and resources for resolving appeals from inspected facilities; principles and practices related to supervision of a unit. **Working knowledge of:** State budgeting process. **Ability to:** coordinate the unit's response to challenges from surveyed facilities, including the defense of findings and recommendations in adversarial hearings.

#### HEALTH FACILITIES SURVEYOR III – NURSE

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in nursing; three years experience as a practicing Registered Nurse including at least two years of direct patient care, including supervisory, administrative, inspection, or regulatory responsibilities; three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing and complaint investigation of health care facilities to determine compliance with state and federal laws; and licensure as a Registered Nurse; **OR** two years of experience as a Health Facilities Surveyor II – Nurse in Nevada State service; **OR** licensure as a Registered Nurse and an equivalent combination of education and experience. (*See Special Requirement*)



<b>HEALTH FACILITIES SURVEYOR IV – NURSE</b>	<b>40</b>	<b>B</b>	<b>10.550</b>
<b>HEALTH FACILITIES SURVEYOR IV – OPTIONS</b>	<b>38</b>	<b>B</b>	<b>10.508</b>
<b>HEALTH FACILITIES SURVEYOR III – NURSE</b>	<b>38</b>	<b>B</b>	<b>10.551</b>
<b>HEALTH FACILITIES SURVEYOR III – OPTIONS</b>	<b>36</b>	<b>B</b>	<b>10.510</b>
<b>HEALTH FACILITIES SURVEYOR II – NURSE</b>	<b>37</b>	<b>B</b>	<b>10.552</b>
<b>HEALTH FACILITIES SURVEYOR II – OPTIONS</b>	<b>35</b>	<b>B</b>	<b>10.509</b>
<b>HEALTH FACILITIES SURVEYOR I – NURSE</b>	<b>34</b>	<b>B</b>	<b>10.553</b>
<b>HEALTH FACILITIES SURVEYOR I – OPTIONS</b>	<b>32</b>	<b>B</b>	<b>10.516</b>

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**MINIMUM QUALIFICATIONS (cont'd)**

**HEALTH FACILITIES SURVEYOR III – OPTIONS**

**EDUCATION AND EXPERIENCE:**

**Option A – Dietitian:** Bachelor’s degree from an accredited college or university in institutional management, clinical nutrition, food and nutrition services, or related field of study; certification as a Registered Dietitian by the American Dietetic Association’s Commission on Dietetic Registration or its successor organization; three years of experience as a practicing dietitian, including supervisory, administrative, inspection, or regulatory responsibilities; and three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** two years of experience in Nevada State service as a Health Facilities Surveyor II in an option relevant to the position; **OR** certification as a Registered Dietitian by the American Dietetic Association’s Commission on Dietetic Registration or its successor organization and an equivalent combination of education and experience. (*See Special Requirement*)

**Option B – Sanitarian:** Bachelor’s degree from an accredited college or university in environmental health or related field of study; three years of environmental health work experience, including supervisory, administrative, inspection, or regulatory responsibilities; certificate of registration as an Environmental Health Specialist; and three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** two years of experience in Nevada State service as a Health Facilities Surveyor II in an option relevant to the position; **OR** certificate of registration as an Environmental Health Specialist and an equivalent combination of education and experience. (*See Special Requirement*)

**Option C – Medical Technologist:** Bachelor’s degree from an accredited college or university in medical technology, chemistry, physical science, biology, or related field of study; three years of experience (at least 30 hours per week) in a laboratory of a hospital, university, or health department under the supervision of a director who possesses a doctoral degree; certification as a General Supervisor of a Licensed Laboratory; and three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** two years of experience in Nevada State service as a Health Facilities Surveyor II in an option relevant to the position; **OR** certification as a General Supervisor of a Licensed Laboratory and an equivalent combination of education and experience. (*See Special Requirement*)

**Option D – Social Worker:** Bachelor’s degree from an accredited college or university in Social Work; three years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; licensure as a Social Worker or Associate in Social Work; and three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** licensure as an Independent Social Worker or Clinical Social Worker and two years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; and three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine

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HEALTH FACILITIES SURVEYOR I – OPTIONS	32	B	10.516

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### MINIMUM QUALIFICATIONS (cont'd)

#### HEALTH FACILITIES SURVEYOR III – OPTIONS (cont'd)

##### EDUCATION AND EXPERIENCE (cont'd)

##### Option D – Social Worker (cont'd)

compliance with state and federal laws **OR** two years of experience in Nevada State service as a Health Facilities Surveyor II in an option relevant to the position; **OR** licensure as a Social Worker or Associate in Social Work; and an equivalent combination of education and experience. (*See Special Requirement*)

**Option E – Generalist:** Bachelor's degree from an accredited college or university in public health, health care administration, the medical or biological sciences, or a related field of study; three years of professional health administration experience, including supervisory, administrative, inspection, or regulatory responsibilities; **OR** the requirements as specified for the Health Facilities Surveyor II – Nurse or one of the Options for Dietitian, Sanitarian, Medical Technologist, or Social Worker at the Health Facilities Surveyor II level; **and** three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** two years of experience as a Health Facilities Surveyor II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

#### HEALTH FACILITIES SURVEYOR III - ALL POSITIONS

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

**Ability to:** review and analyze completed surveys for appropriateness and completeness of citations; independently establish priorities which accurately reflect the relative importance of job responsibilities; organize, oversee and delegate work responsibilities; *and all knowledge, skills, and abilities required at the lower levels.*

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

**General knowledge of:** principles and practices of supervision if applicable to the position. **Ability to:** develop, maintain and revise a quality assurance system; interpret and enforce department and division policies and rules; supervise and evaluate the work of professionals engaged in regulatory compliance activities.

#### HEALTH FACILITIES SURVEYOR II – NURSE

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in nursing; three years experience as a practicing Registered Nurse including at least two years of direct patient care, including supervisory, administrative, inspection, or regulatory responsibilities; one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing and complaint investigation of health care facilities to determine compliance with state and federal laws; and licensure as a Registered Nurse; **OR** one year experience as a Health Facilities Surveyor I – Nurse in Nevada State service; **OR** two years of supervisory or managerial experience in nursing; **OR** licensure as a Registered Nurse and an equivalent combination of education and experience. (*See Special Requirement*)

<b>HEALTH FACILITIES SURVEYOR IV – NURSE</b>	<b>40</b>	<b>B</b>	<b>10.550</b>
<b>HEALTH FACILITIES SURVEYOR IV – OPTIONS</b>	<b>38</b>	<b>B</b>	<b>10.508</b>
<b>HEALTH FACILITIES SURVEYOR III – NURSE</b>	<b>38</b>	<b>B</b>	<b>10.551</b>
<b>HEALTH FACILITIES SURVEYOR III – OPTIONS</b>	<b>36</b>	<b>B</b>	<b>10.510</b>
<b>HEALTH FACILITIES SURVEYOR II – NURSE</b>	<b>37</b>	<b>B</b>	<b>10.552</b>
<b>HEALTH FACILITIES SURVEYOR II – OPTIONS</b>	<b>35</b>	<b>B</b>	<b>10.509</b>
<b>HEALTH FACILITIES SURVEYOR I – NURSE</b>	<b>34</b>	<b>B</b>	<b>10.553</b>
<b>HEALTH FACILITIES SURVEYOR I – OPTIONS</b>	<b>32</b>	<b>B</b>	<b>10.516</b>

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**MINIMUM QUALIFICATIONS (cont'd)**

**HEALTH FACILITIES SURVEYOR II – OPTIONS**

**EDUCATION AND EXPERIENCE:**

**Option A – Dietitian:** Bachelor’s degree from an accredited college or university in institutional management, clinical nutrition, food and nutrition services, or related field of study; certification as a Registered Dietitian by the American Dietetic Association’s Commission on Dietetic Registration or its successor organization; three years of experience as a practicing dietitian, including supervisory, administrative, inspection, or regulatory responsibilities; and one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** Bachelor’s degree from an accredited college or university in institutional management, clinical nutrition, food and nutrition services, or related field of study; certification as a Registered Dietitian by the American Dietetic Association’s Commission on Dietetic Registration or its successor organization; three years of experience as a practicing dietitian, including supervisory, administrative, inspection, or regulatory responsibilities; and two years of supervisory or managerial experience in this specialty; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor I in an option relevant to the position; **OR** certification as a Registered Dietitian by the American Dietetic Association’s Commission on Dietetic Registration or its successor organization and an equivalent combination of education and experience. *(See Special Requirement)*

**Option B – Sanitarian:** Bachelor’s degree from an accredited college or university in environmental health or related field of study; three years of environmental health work experience, including supervisory, administrative, inspection, or regulatory responsibilities; certificate of registration as an Environmental Health Specialist; and one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** Bachelor’s degree from an accredited college or university in environmental health or related field of study; three years of environmental health work experience, including supervisory, administrative, inspection, or regulatory responsibilities; certificate of registration as an Environmental Health Specialist; and two years of supervisory or managerial experience in this specialty; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor I in an option relevant to the position; **OR** certificate of registration as an Environmental Health Specialist and an equivalent combination of education and experience. *(See Special Requirement)*

**Option C – Medical Technologist:** Bachelor’s degree from an accredited college or university in medical technology, chemistry, physical science, biology, or related field of study; three years of experience (at least 30 hours per week) in a laboratory of a hospital, university, or health department under the supervision of a director who possesses a doctoral degree; certification as a General Supervisor of a Licensed Laboratory; and one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** Bachelor’s degree from an accredited college or university in medical technology, chemistry, physical science, biology, or related field of study; three years of experience (at least 30 hours per week) in a laboratory of a hospital, university, or health department under the supervision of a director who possesses a doctoral degree; certification as a General Supervisor of a Licensed Laboratory; and two years of supervisory or managerial experience in this specialty; **OR** one year

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HEALTH FACILITIES SURVEYOR III – OPTIONS	36	B	10.510
HEALTH FACILITIES SURVEYOR II – NURSE	37	B	10.552
HEALTH FACILITIES SURVEYOR II – OPTIONS	35	B	10.509
HEALTH FACILITIES SURVEYOR I – NURSE	34	B	10.553
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### MINIMUM QUALIFICATIONS (cont'd)

#### HEALTH FACILITIES SURVEYOR II – OPTIONS (cont'd)

##### EDUCATION AND EXPERIENCE (cont'd)

##### Option C – Medical Technologist (cont'd)

of experience in Nevada State service as a Health Facilities Surveyor I in an option relevant to the position; **OR** certification as a General Supervisor of a Licensed Laboratory and an equivalent combination of education and experience. *(See Special Requirement)*

**Option D – Social Worker:** Bachelor's degree from an accredited college or university in Social Work; three years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; licensure as a Social Worker or Associate in Social Work; and one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** licensure as an Independent Social Worker or Clinical Social Worker and two years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; and one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** Bachelor's degree from an accredited college or university in Social Work; three years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; licensure as a Social Worker or Associate in Social Work; and two years of supervisory or managerial experience in this specialty; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor I in an option relevant to the position; **OR** licensure as a Social Worker or Associate in Social Work and an equivalent combination of education and experience. *(See Special Requirement)*

**Option E – Generalist:** Bachelor's degree from an accredited college or university in public health, health care administration, the medical or biological sciences, or a related field of study; three years of professional health administration experience, including supervisory, administrative, inspection, or regulatory responsibilities; and one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** the requirements as specified for the Health Facilities Surveyor I – Nurse or one of the Options for Dietitian, Sanitarian, Medical Technologist, or Social Worker at the Health Facilities Surveyor I level; and one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** one year of experience as a Health Facilities Surveyor I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

#### HEALTH FACILITIES SURVEYOR II - ALL POSITIONS

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

**General knowledge of:** principles of health care administration; human anatomy and physiology. **Ability to:** make independent decisions based on professional judgment; produce accurate, well organized documentation of observations and facts obtained during surveys; write reports that fairly and accurately describe the facility inspected; identify and secure information necessary to conduct a thorough review; respond appropriately to hostile situations; *and all knowledge, skills, and abilities required at the lower level.*

<b>HEALTH FACILITIES SURVEYOR IV – NURSE</b>	<b>40</b>	<b>B</b>	<b>10.550</b>
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<b>HEALTH FACILITIES SURVEYOR III – NURSE</b>	<b>38</b>	<b>B</b>	<b>10.551</b>
<b>HEALTH FACILITIES SURVEYOR III – OPTIONS</b>	<b>36</b>	<b>B</b>	<b>10.510</b>
<b>HEALTH FACILITIES SURVEYOR II – NURSE</b>	<b>37</b>	<b>B</b>	<b>10.552</b>
<b>HEALTH FACILITIES SURVEYOR II – OPTIONS</b>	<b>35</b>	<b>B</b>	<b>10.509</b>
<b>HEALTH FACILITIES SURVEYOR I – NURSE</b>	<b>34</b>	<b>B</b>	<b>10.553</b>
<b>HEALTH FACILITIES SURVEYOR I – OPTIONS</b>	<b>32</b>	<b>B</b>	<b>10.516</b>

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### MINIMUM QUALIFICATIONS (cont'd)

#### HEALTH FACILITIES SURVEYOR II - ALL POSITIONS (cont'd)

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

**Working knowledge of:** interpersonal relations and team building techniques; the practices for obtaining ancillary community resources on behalf of patients; regulatory construction requirements for facilities.

**Ability to:** facilitate team interaction; analyze varied situations and determine appropriate action; explain licensure and certification requirements and provisions for variances; consistently and accurately differentiate between actual conditions and regulatory standards for each provider/supplier; organize materials and processes to achieve desired objectives; interview residents and staff effectively to obtain needed information; make informative and persuasive public presentations; present expert testimony at legal proceedings; evaluate the professional skills and technical abilities of facility personnel; prepare technical/legal writings for regulation changes and variance/waiver requests; conduct research concerning healthcare/laboratory regulations and issues; use investigative techniques and gather clear concise documentation; read and understand laboratory results and facility staff notes in conjunction a patient's care, diagnosis, condition and activities; analyze facility accounting systems for compliance with generally accepted accounting principles; use a personal computer and associated software; conduct on site proficiency testing and correctly determine results.

#### HEALTH FACILITIES SURVEYOR I – NURSE

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in nursing; three years experience as a practicing Registered Nurse including at least two years of direct patient care, including supervisory, administrative, inspection, or regulatory responsibilities; and licensure as a Registered Nurse; **OR** licensure as a Registered Nurse and an equivalent combination of education and experience. (*See Special Requirement*)

#### HEALTH FACILITIES SURVEYOR I – OPTIONS

EDUCATION AND EXPERIENCE:

**Option A – Dietitian:** Bachelor's degree from an accredited college or university in institutional management, clinical nutrition, food and nutrition services, or related field of study; certification as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor organization; three years of experience as a practicing dietitian, including supervisory, administrative, inspection, or regulatory responsibilities; **OR** certification as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor organization and an equivalent combination of education and experience. (*See Special Requirement*)

**Option B – Sanitarian:** Bachelor's degree from an accredited college or university in environmental health or related field of study; three years of environmental health work experience, including supervisory, administrative, inspection, or regulatory responsibilities; and certificate of registration as an Environmental Health Specialist; **OR** certificate of registration as an Environmental Health Specialist and an equivalent combination of education and experience. (*See Special Requirement*)

**Option C – Medical Technologist:** Bachelor's degree from an accredited college or university in medical technology, chemistry, physical science, biology, or related field of study; three years of experience (at least 30 hours per week) in a laboratory of a hospital, university, or health department under the supervision of a

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HEALTH FACILITIES SURVEYOR III – OPTIONS	36	B	10.510
HEALTH FACILITIES SURVEYOR II – NURSE	37	B	10.552
HEALTH FACILITIES SURVEYOR II – OPTIONS	35	B	10.509
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### MINIMUM QUALIFICATIONS (cont'd)

#### HEALTH FACILITIES SURVEYOR I – OPTIONS (cont'd)

##### EDUCATION AND EXPERIENCE (cont'd)

##### Option C – Medical Technologist (cont'd)

director who possesses a doctoral degree; and certification as a General Supervisor of a Licensed Laboratory; **OR** certification as a General Supervisor of a Licensed Laboratory and an equivalent combination of education and experience. (*See Special Requirement*)

**Option D – Social Worker:** Bachelor's degree from an accredited college or university in Social Work; three years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; licensure as a Social Worker or Associate in Social Work; **OR** licensure as an Independent Social Worker or Clinical Social Worker and two years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; **OR** licensure as a Social Worker and an equivalent combination of education and experience. (*See Special Requirement*)

**Option E – Generalist:** Bachelor's degree from an accredited college or university in public health, health care administration, the medical or biological sciences, or a related field of study; three years of professional health administration experience, including supervisory, administrative, inspection, or regulatory responsibilities; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

#### HEALTH FACILITIES SURVEYOR I - ALL POSITIONS

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

**Working knowledge of:** medical terminology; past and present medical practices used in health care facilities for various populations, including geriatric and developmentally disabled; the operations of health care facilities and regulatory processes affecting them. **Ability to:** establish and maintain cooperative relationships with those contacted in the course of work; communicate effectively, orally and in writing; maintain organized and accurate records using a variety of data collection methods; participate as a member of a team on health care facility surveys; maintain composure in demanding situations; understand medical abbreviations and notes in facility documentation. And, in addition:

**Option A – Nurse: Detailed knowledge of:** acceptable standards of nursing practice. **Ability to:** evaluate the quality and delivery of nursing care.

**Option B – Dietitian: Detailed knowledge of:** relationship between various medical conditions and nutrition; food service systems.

**Option C – Sanitarian: Working knowledge of:** fundamental sanitation principles as applied to health and medical care facilities.

**Option D – Medical Technologist: Detailed knowledge of:** relationship between laboratory processes and patient care outcomes. **Working knowledge of:** relationship between all clinical laboratory specialties and subspecialties.





## STATE OF NEVADA – DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EE0-4</u>	<u>CODE</u>
<b>DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)</b>	<b>38</b>	<b>D</b>	<b>11.701</b>
<b>ASSISTANT FIRE CHIEF (AIR NATIONAL GUARD)</b>	<b>36</b>	<b>D</b>	<b>11.702</b>
<b>CREW CHIEF (AIR NATIONAL GUARD)</b>	<b>34</b>	<b>D</b>	<b>11.703</b>
<b>FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD)</b>	<b>32</b>	<b>D</b>	<b>11.705</b>

#### SERIES CONCEPT

Air National Guard Airport Rescue Fire Fighters (ARFF) respond to emergency incidents involving all forms of civilian, commercial and military aircraft, structure or wildland fires, auto accidents, medical emergencies, hazardous materials incidents, aerospace ground equipment fires, aircraft engine fires, hot aircraft brakes, combustible metal fires and overheated electrically charged aircraft components.

Provide stand-by protection for jet engine test stand emergencies, defueling and abnormal fuel transfers, explosives handling, welding, cutting and brazing operations, air-med evacuations, and flammable liquid spills.

Respond to aircraft emergencies by driving crash fire rescue equipment to the scene; determine the most effective placement of apparatus to effect fire suppression and rescue operations; establish command post; operate vehicle pumps and direct turret and hose line streams for the fire suppression.

Initiate rescue egress operations by safetying aircraft systems; gain access to aircraft by manual or forcible entry, locating and removing air crew and others from extremely confined and restrictive environment; continue operations of salvage, ventilation and overhaul wearing self-contained breathing apparatus (SCBA) in a toxic atmosphere and operating specialized equipment in a life threatening environment.

Respond to structural fires driving emergency vehicles; strategically position apparatus, operate pumps, lay hose lines, apply extinguishing agents, direct hose streams, ladder building, provide ventilation, enter to provide rescue to trapped victims and suppression, provide salvage of high value assets and overhaul operations.

Respond to wildland fires in support of State and federal fire management agencies in accordance with established agreements; establish command post, evaluate incident fuels, terrain, weather conditions, life hazard, exposures and possible mutual aid requirement; control and extinguish fire by use of hand tools and agent application utilizing standard wildland tactics and strategy; perform mop up and patrol functions to prevent re-kindle.

Respond to medical emergencies to provide medical attention to sick and injured persons; assess injuries and monitor vital signs; triage multiple victims; remove victims from hazardous areas; stabilize victims, providing emotional support to victims and families; provide medical support to other health care professionals.

Mitigate and resolve complex hazardous materials releases and accidents; enter into hazardous atmosphere to identify materials, estimate quantity and determine life safety concerns; rescue victims; prescribe isolation zones; establish a command post and coordinate security, evacuation and sheltering; implement a safety plan to detect symptoms of heat stress and closely monitor work performed at the hazardous material site.

Maintain assigned vehicles and equipment to ensure safe operation; perform preventive maintenance and inspect apparatus, tools, support equipment and protective clothing according to established policies and preventive maintenance schedules; make adjustments, correct minor problems and report needed repairs to supervisors; replace used equipment and supplies.



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**SERIES CONCEPT (cont'd)**

Maintain current knowledge of modern fire detection and suppression equipment and techniques, communications systems, and the geographical features of the base and surrounding areas.

Supervise or participate in a base-wide fire prevention inspection program; conduct facility inspections to determine compliance with Uniform Fire Code (UFC), NFPA, Air Force Occupational Safety and Health (AFOSH) Standards, and local directives; provide subjective analysis and assign Risk Assessment Codes (RAC's); develop and implement corrective action plans and monitor compliance.

Supervise or participate in a base populace fire prevention education program; ensure fire protection requirements are included in activities and projects; conduct initial and refresher training classes to educate base population in basic fire science, extinguisher identification and operation, fire/emergency reporting, and evacuation and sheltering procedures; provide fire prevention training, lectures, and demonstrations for functional, youth or social groups; publish fire prevention column in base newspaper and conduct seasonal campaigns providing literature, publicity, static displays and technical presentations.

Supervise, conduct, or participate in on-the-job training sessions, classroom instruction, aircraft emergency response training, firefighting drills and live firefighting sessions; coordinate joint training sessions among mutual aid providers to ensure proper pre-fire planning and constant readiness.

Participate in wartime readiness and contingency operations; provide crash firefighting and rescue operations; maintain proficiency in aerospace vehicle firefighting operations, aircraft/structural rescue techniques, lifesaving emergency first aid skills, firefighting operations involving conventional, chemical, biological and nuclear weapons, and wartime fire prevention procedures involving storing and handling of fuels and weapons.

Participate in chemical warfare defense training and maintain proficiency in responding to emergency incidents and performing rescue and firefighting operations under adverse chemical, biological and radiation enhanced atmospheres.

Perform collateral duties as assigned.

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**CLASS CONCEPTS**

**Deputy Fire Chief (Air National Guard):** Under general direction, the incumbent administratively supports and assists the Fire Chief in the management of fire protection functions; acts as the Fire Chief during the Fire Chief's absence; manages fire protection operations and readiness programs in accordance with AFI 32-2001; coordinates the activities of shift supervisors and assists the Fire Chief in the development and implementation of policies and procedures in a consistent manner throughout the shifts.

Oversee the budget development process to ensure adequate funding for agency activities; review budget requests and submit final budget to the chief; administer the approved budget, prepare periodic reports and review and approve adjustments to programs and activities.

Monitor fire prevention activities of all tenant organizations to ensure compliance with established fire protection engineering and fire prevention policies; meet regularly with tenants and key management officials to review, develop and implement more effective base-wide fire prevention plans; attend professional conferences to keep abreast of the latest developments in the field; arrange and participate in fire prevention lectures, conferences and orientation meetings.

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### CLASS CONCEPTS (cont'd)

Provide expert fire consultant services to organizations and individuals, provide fire liaison service throughout assigned areas, and interpret and apply fire prevention directives; review fire prevention programs and operating instructions for compliance and established procedures.

Review, on a regular basis, responses to various emergencies such as declared aircraft emergencies, building fires, or spilling of aircraft fuels, taking action to preclude recurrence of similar emergencies; review the installation, maintenance and use of alarm systems and allied communication devices; provide service to tenant personnel needing assistance in fire prevention techniques and guidance; make administrative and technical recommendations concerning the program to tenants and higher headquarters; conduct training for other fire protection personnel on fire prevention standards and practices and advanced fire protection subjects.

Direct the development of contingency plans for emergency operations such as natural disasters, traffic accidents, hazardous materials incidents and civil disturbances to minimize loss or injury to lives and property; ensure coordination and communication with other public safety agencies and the appropriate planning for command structure, staffing and deployment, logistics and communications.

Review plans for construction or alterations to existing structures and recommend changes to comply with fire prevention requirements; advise contractors of fire prevention responsibility when working on base facilities; inspect work performed by base tenants for compliance with directives; assist tenants in the pre-final and final acceptance of base facilities.

Investigate the scene of fires to determine the cause and preserve evidence that may indicate the violation of regulations, carelessness, or arson; may appear as a witness at a board of inquiry to present evidence or data relative to the cause of a fire; submit fire incident reports for forwarding to higher headquarters as assigned.

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**Assistant Fire Chief (Air National Guard):** Under general supervision, incumbents plan, direct and supervise firefighters on an assigned shift. In addition, Assistant Fire Chiefs respond to all fires, alarms, and other emergencies and assume command until the arrival of the Fire Chief.

Exercise incident command and control to accomplish rescue of entrapped personnel or fire victims of structural, crash, and wildland fires.

Direct crews in the control and extinguishment of fires, and eliminate existing and potential fire hazards.

Work closely and cooperatively with outside agencies such as local and county fire departments, National Transportation Safety Board, the F.B.I. and F.A.A.; develop plans for events, incidents and operations which require assistance and support from other agencies; ensure plans identify appropriate command, staffing, deployment, communications and logistics.

Devise techniques for entry into structures and aircraft to rescue personnel or recover equipment; solve problems involving extremely volatile elements such as explosives, flammable liquids, oxidizers, chemicals and radiological hazards.

Provide for extra precautionary measures during hazardous operations such as furnishing standby personnel and equipment for welding and cutting operations, defueling, loading and unloading cargo and explosives, medical air evacuation, aircraft landing and take-offs, engine tests, and classified operations.

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<b>FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD)</b>	<b>32</b>	<b>D</b>	<b>11.705</b>

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### CLASS CONCEPTS (cont'd)

#### **Assistant Fire Chief (Air National Guard):** (cont'd)

Assist in implementation of policies, rules, regulations and procedures necessary for effective operations; maintain a balance of personnel on shift by appropriate assignment, detail or transfer; interpret Air Force Major Command and base level guidance, changes in operations and revisions, and fire protection organization required to comply with such guides.

Maintain records, prepare reports, and make recommendations relative to material procurement, department policy, procedures and methods; sign time cards and conduct daily quarters/muster of personnel; determine priorities; plan, organize, assign and evaluate the work of subordinates.

Schedule and approve leave; maintain discipline; recommend personnel action relative to discipline, commendatory awards, promotion, recruitment, and transfer of subordinate personnel.

Conduct daily inspections of personnel, quarters, equipment and apparatus to ensure conformance with standard practices and procedures and operational readiness; manage the vehicle maintenance program.

Coordinate training with specialists in specialized fields, keeping abreast of new developments to ensure effective fire suppression and rescue methods; determine training requirements, develop training plans, conduct required training, evaluate effectiveness of training, ensure training requirements are met, and maintain proficiency training records.

Act in the capacity of Fire chief when the Deputy and Fire Chief are absent.

\*\*\*\*\*

**Crew Chief (Air National Guard):** Under general supervision of the Assistant Chief, incumbents act as the lead firefighter on a shift. In addition to performing the range of duties described in the series concept, the Crew Chief assembles and submits information to the Assistant Fire Chief upon request for inclusion in a variety of reports covering personnel, inspections, fires, and equipment. The Crew Chief may recommend discipline or personnel actions to the Assistant Fire Chief if pertinent to the maintenance of equipment and firefighting operations. Incumbents also exercise leadership through direct command or implementation of the Incident Command System (ICS) until relieved by a senior fire officer.

Conduct instructional courses for firefighters by means of classroom lecture and practical demonstrations in firefighting and crash rescue techniques, structural fire rescue, first aid, fire prevention, and the use of all tools and equipment used in crash rescue, structural and wildland firefighting.

Determine requirements for the fire detection and suppression systems; inspect, service and test transmitting and receiving devices for fire detection and suppression systems.

Read and interpret plans, drawings, and specifications; identify and eliminate fire hazards; compute distribution criteria for fire extinguishers; conduct base-wide training and coordinate public fire prevention education.

Prepare and maintain fire protection records, reports, and charts.

Prepare and submit training progress reports for assigned crew members, make recommendations for improvements in firefighting procedures, maintain crew members' time cards, and inform the Assistant Fire Chief of any infractions among crew members for possible disciplinary action.

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<b>DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)</b>	<b>38</b>	<b>D</b>	<b>11.701</b>
<b>ASSISTANT FIRE CHIEF (AIR NATIONAL GUARD)</b>	<b>36</b>	<b>D</b>	<b>11.702</b>
<b>CREW CHIEF (AIR NATIONAL GUARD)</b>	<b>34</b>	<b>D</b>	<b>11.703</b>
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**CLASS CONCEPTS (cont'd)**

**Firefighter/Driver Operator (Air National Guard):** Under general supervision, incumbents perform the range of duties described in the series concept and are responsible for the upkeep and operation of assigned vehicles and other assigned apparatus in a manner consistent with safety for crew and vehicle. Incumbents may be assigned to perform the duties of the Crew Chief when directed by higher authority.

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**MINIMUM QUALIFICATIONS**

**SPECIAL NOTES AND REQUIREMENTS [FOR ALL POSITIONS IN THE SERIES]:**

- ~~[\* Applicants must meet eligibility requirements and join the Nevada Air National Guard prior to appointment.]~~
- \* Applicants must be in good physical condition and may be required to pass a thorough medical examination and physical agility test prior to appointment and as a condition of continuing employment.
- \* A Secret military security clearance is required.
- \* Possession of a Class C driver's license is required at the time of appointment and as a condition of continuing employment. Employees must obtain a Military Motor Vehicle Operator card within one month of appointment.
- \* Possession of an International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Driver/Operator ARFF and Driver/Operator Pumper is required within one year of appointment.
- \* Possession of current certification in Nevada as an Emergency Medical Technician at the time of hire is required for the Deputy Chief, Assistant Chief and Crew Chief.

**DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)**

**EDUCATION AND EXPERIENCE:** Five years of professional firefighting experience which involved prevention and suppression of aircraft, structural and wildland fires, two years of which must have been in a supervisory capacity; **OR** two years of experience as an Assistant Fire Chief (Air National Guard) in the Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements [For All Positions in This Series]*) *Additional Special Notes and Requirements for positions in this class include:*

- \* Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Fire Officer III and Fire Instructor II is required within one year of hire.

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

**Detailed knowledge of:** principles and best practices of modern firefighting and fire prevention; fire suppression strategies, tactics and procedures; principles and practices of administration, supervision and training. **Working knowledge of:** development of long-range plans and objectives for an organization; maintenance, repair, purchase and operation of a variety of fire suppression equipment and apparatus; oral and written communication skills. **Ability to:** manage and direct fire suppression operations; respond to major emergency situations and assume or delegate command; establish and maintain cooperative working relationships with other firefighting agencies, staff and the public; supervise and evaluate the performance of assigned personnel; provide expert fire consultative services to organizations and individuals; read, interpret, apply and explain codes, rules, regulations, policies and procedures; develop contingency plans for a wide variety of emergencies and natural disasters; plan and organize diversified programs in fire department administration, training and fire prevention; communicate effectively both orally and in writing; *and all knowledge, skills and abilities required at the lower levels.*

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### MINIMUM QUALIFICATIONS (cont'd)

#### DEPUTY FIRE CHIEF (AIR NATIONAL GUARD) (cont'd)

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

**Detailed knowledge of:** department policies, procedures, organization and operations. **Working knowledge of:** State budget processes and personnel administration. **Ability to:** assist the Fire Chief in fire suppression and prevention activities on the Air National Guard base; prepare and manage the department's budget.

#### ASSISTANT FIRE CHIEF (AIR NATIONAL GUARD)

**EDUCATION AND EXPERIENCE:** Four years of professional firefighting experience which involved prevention and suppression of aircraft, structural and wildland fires, one year of which must have been in a lead worker capacity; **OR** one year of experience as a Crew Chief (Air National Guard) in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements [For All Positions in This Series]*) Additional Special Notes and Requirements for positions in this class include:

- \* Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Fire Officer II, Fire Instructor II, Fire Inspector I, Hazardous Materials Incident Commander, and Hazardous Materials Operations is required at the time of hire.
- \* Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Fire Officer III, and Fire Instructor II is required within one year of hire.

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

**Detailed knowledge of:** air fire/crash/rescue principles and practices including advanced rescue and egress techniques for all types of aircraft and structural rescue; Air National Guard policies and procedures; principles of training and supervision; locations and equipment assigned to the Air National Guard base; water delivery and hydrant systems. **Working knowledge of:** NFPA standards, safety regulations and insurance requirements related to training; interagency mutual aid agreements; mitigation, isolation and evacuation techniques used in hazardous materials emergencies. **Ability to:** exercise authority during rescue and fire suppression operations; plan, organize and deploy personnel and equipment in highly complex emergency situations; develop and implement emergency response plans appropriate to the situation; conduct inspections and investigations; *and all knowledge, skills and abilities required at the lower levels.*

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

(*These are identical to the Entry Level Knowledge, Skills and Abilities required for the Deputy Fire Chief, Air National Guard.*)

#### CREW CHIEF (AIR NATIONAL GUARD)

**EDUCATION AND EXPERIENCE:** Three years of professional firefighting experience, one year of which must have included experience in air/crash/rescue; **OR** one year of experience as a Firefighter/Driver Operator (Air National Guard) in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements [For All Positions in This Series]*) Additional Special Notes and Requirements for positions in this class include:

- \* Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Fire Officer I, Fire Instructor I, and Hazardous Materials Operations is required at the time of hire.

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### MINIMUM QUALIFICATIONS (cont'd)

#### CREW CHIEF (AIR NATIONAL GUARD) (cont'd)

- \* Possession of current International Fire Service Accreditation Congress (IFSAC) or Pro Board certification as a Fire Officer II, Fire Inspector I, and Hazardous Materials Incident Commander is required within one year of appointment.

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

**Detailed knowledge of:** tactics and strategy used in firefighting; roads, buildings, terrain and location of fire hydrants, alarm boxes, emergency exits and off base roads; water distribution systems both on and off base.

**Working knowledge of:** air fire/crash/rescue principles and practices including advanced rescue and egress techniques for all types of aircraft and structural rescue; Air National Guard policies and procedures; special operations and equipment used when hazardous materials are present in emergency situations; emergency medical procedures; fire prevention codes and ordinances; fire chemistry; policies and procedures applicable to issuance of welding permits. **Ability to:** oversee the activities of a fire crew in any call-out situation; apply the principles of the ICS in incidents of moderate to high complexity; provide emergency medical treatment to injured persons; evaluate complex situations and request appropriate additional resources in emergency situations and take appropriate action in complex hazardous materials emergencies; make hazard and risk assessments; provide firefighting training to assigned personnel; maintain records and prepare reports; inspect buildings and facilities, detect fire hazards and code violations, and institute corrective action; monitor and operate the computerized fire alarm system; inspect, test and ensure proper operation of firefighting equipment; read and interpret building and construction plans; understand chemical, biological and radiological terms; *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 Assistant Fire Chief, Air National Guard.)*

#### FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD)

EDUCATIONAL AND EXPERIENCE: Two years of professional firefighting experience or completion of the 3 level USAF Fire Protection School: **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements [For All Positions in This Series]) Additional Special Notes and Requirements for this class include:*

- \* Certification in Nevada as an Emergency Medical Technician within 18 months of hire is required.
- \* Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Firefighter II, Airport Firefighter, and Hazardous Materials Operation is required at the time of hire.

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

**Working knowledge of:** fire suppression tactics; characteristics and application of chemical fire retardants; pump operations and hydraulic systems; fire vehicle and equipment maintenance; fire behavior in various weather conditions. **General knowledge of:** crash/fire/rescue, structural and wildland firefighting principles and techniques; National Fire Codes and inspection procedures; Uniform Building and Fire Codes and other applicable regulations and standards. **Ability to:** use and maintain fire, rescue and extrication tools; operate power driven fire apparatus such as 4-wheel drive trucks, pumpers, crash trucks and tenders and place in the most effective positions; inspect and maintain fire apparatus; inspect, repair and maintain fire extinguishers and other first aid fire appliances; apply the principles of the Incident Command System to incidents of moderate complexity; perform basic maintenance to vehicles and equipment; make observations and prepare reports.

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**MINIMUM QUALIFICATIONS (cont'd)**

**FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD) (cont'd)**

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills and Abilities for the Crew Chief, Air National Guard.)*

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>11.701</u>	<u>11.702</u>	<u>11.703</u>	<u>11.705</u>
ESTABLISHED:	2/14/90R	2/14/90R	2/14/90R	2/14/90R
	7/6/90PC	7/6/90PC	7/6/90PC	7/6/90PC
REVISED:	7/1/91LG	7/1/91LG	7/1/91LG	7/1/91LG
REVISED:	8/24/04UC	8/24/04UC	8/24/04UC	8/24/04UC
<b>REVISED:</b>	<b>5/28/10UC</b>	<b>5/28/10UC</b>	<b>5/28/10UC</b>	<b>5/28/10UC</b>