



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

MEMO PERD #47/09  
August 20, 2009

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 September 21, 2009.

If no written objections are received in this office by September 21, 2009, 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: 04-10**  
**Posting Expires: September 21, 2009**

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:

			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
12.553	Associate Warden of Programs	43 A	12.553	Associate Warden	43 A
13.303	Associate Warden of Operations	43 A			
13.303	Associate Warden of Operations	43 A		ABOLISH	

***EXPLANATION OF CHANGE***

As requested by the Department of Corrections, the Department of Personnel recommends the consolidation of the Associate Warden of Programs and the Associate Warden of Operations classes. This consolidation is intended to give the agency greater flexibility in filling positions or reassigning duties. The duty statements and knowledge, skills, and abilities were updated to reflect current terminology. Though the Associate Warden of Operations did require P.O.S.T. certification, this consolidated class does not and has been placed in the Social Services & Rehabilitation occupational group.

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			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		1.808	Forestry Incident Business Specialist	35 B

***EXPLANATION OF CHANGE***

The Nevada Division of Forestry requests that the Department of Personnel establish a new class titled Forestry Incident Business Specialist. This position will function as the division’s incident advisor and represent the agency at wildland fires and other emergency response incidents. Furthermore, it will be responsible for tracking and estimating wildland fire and emergency response incident costs and will provide training and support to local governments in the declaration of Federal Fire Management Assistance Grants. In the off-season, the position will assist in various other activities within the division including negotiating and preparing cooperator agreements.

It is recommended the Forestry Business Incident Specialist be placed in the Forestry subgroup of the Agricultural & Conservation occupational group. It is also recommended that this class be allocated at grade 35, to align with the Conservation Staff Specialist I, also grade 35. Positions in the Conservation Staff Specialist class are responsible for developing, formulating, and coordinating programs, policies and procedures related to areas such as resource management, safety and training, fire management and policy management pertinent to the assigned area of natural resource management, preservation, conservation and protection.

As a secondary comparison, the new class also aligns with Management Analyst II, grade 35. Positions in that class have responsibility for financial, statistical and informational analysis, compiling and analyzing data; preparing and presenting reports summarizing conclusions; making projections for future costs; monitoring fiscal transactions to ensure expenditures are in conformance with State and

department policies, regulations and budgetary limits; and developing comprehensive narrative and financial reports for presentation to management and other entities.

All three classes require incumbents to research and analyze information, coordinate programs and activities, and develop policies and procedures in their respective program areas.

During this review, the Department of Personnel worked closely with the Administrative Services Officer of the Nevada Division of Forestry who assisted in developing the class specification.

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			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		7.758	Energy Programs Manager	41 B

***EXPLANATION OF CHANGE***

The Nevada State Office of Energy (NSOE) has requested that the Department of Personnel establish a new class titled Energy Programs Manager. Positions in the class will plan, organize, coordinate, administer and evaluate programs and projects that are related to the conservation and efficient use of energy and renewable energy under the American Recovery and Reinvestment Act (ARRA) of 2009.

It is recommended the Energy Programs Manager be placed in the Public Information subgroup of the Fiscal Management & Staff Services occupational group. It is also recommended that this class be allocated at grade 41, to align with Transportation Planner/Analyst IV, also grade 41. Positions in that class have responsibility for transportation system analysis, planning, and research programs or projects and/or related functional areas as mandated by, and within the guidelines of, federal and State authorities. The Energy Programs Manager positions will develop the State Energy Recovery Act Plan and application packages and manage activities/programs directly related to all energy stimulus funds for formal and competitive funds, energy fund or grants.

Positions in these two classes are comparable with respect to management of federally funded projects, budget preparation and control, and supervision of professional staff. In addition, both classes require a bachelor’s degree and five years of experience in administering complex programs and activities, two years of which were in a supervisory capacity.

During the review, the Department of Personnel worked closely with the Director of NSOE who assisted in developing the class specification.

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			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		7.640	Health Information Technology Project Manager	41 B

***EXPLANATION OF CHANGE***

The Department of Health and Human Services (HHS) has requested that the Department of Personnel establish a new class titled Health Information Technology Project Manager. The position will serve as the project manager to expand the use of health care technology information in Nevada and build a sustainable mechanism for health information exchange under the Health Information Technology for

Economic and Clinical Health Act, which is a component of the American Recovery and Reinvestment Act of 2009.

It is recommended that the Health Information Technology Project Manager be placed in the Administrative & Budget Analysis subgroup of the Fiscal Management & Staff Services occupational group. It is also recommended that this class be allocated at grade 41, to align with Administrative Services Officer III. Positions in that class report to a department director or the administrator of a large division which has complex and diverse programs offered at numerous locations in the State. They have a high degree of authority to make and implement independent decisions, have a broad scope of responsibilities, and the consequence of an error in decisions is high. This position will serve to build a sustainable mechanism for health information exchange and expand the electronic movement and use of health information.

During the review, the Department of Personnel worked closely with the HHS Deputy Director, Administrative Services who assisted in developing the class specification.

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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 September 21, 2009.** 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: August 20, 2009**



CLASS SPECIFICATION

TITLE

GRADE

EEO-4

CODE

ASSOCIATE WARDEN

43\*

A

12.553

*Under general direction of the Warden within an assigned correctional institution, plan, organize, and direct the operations-related areas such as custody, culinary, and maintenance or programs related areas such as classification, medical, and education and rehabilitation.*

*Perform fiscal tasks such as preparing budget proposals by identifying the institution’s needs, evaluating previous year’s expenditures, and conducting future needs analysis of the institution; control the institutional budget for assigned staff, activities, equipment, supplies, and structures.*

*Perform administrative management tasks such as preparing in-depth studies and reports; analyze legislatively approved staff levels, convert information into a master schedule, and calculate relief factors; act as a public relations liaison between the institution, other agencies, and the community.*

*Provide direction and oversight to assigned administrative units by developing short-range and long-range plans; develop and oversee the implementation of policies and procedures dealing with coordination of law enforcement measures involving the institution and other State, county, local, and federal law enforcement agencies; review concerns of staff and inmates related to the medical treatment, discipline, safety, security, and custodial measures provided by the institution; provide oversight for organizational compliance with laws, policies, and procedures of a variety of functions.*

*Coordinate activities with outside agencies through personal and/or in written communication to obtain resources not available within the institution.*

*Represent the institution on committees advocating for the institution and inmate population needs; chair or participate on institutional committees as assigned.*

*Serve as Acting Warden and review critical and unusual incidents reported by various institutions and take appropriate action or advise officers of the actions to be taken by applying knowledge of department rules and regulations and notifying the appropriate Deputy Director of Operations and the Director on critical incidents and the actions taken as assigned.*

*Perform supervisory tasks such as evaluating employee performance and prepare performance appraisals and promotional merit ratings; review, recommend, and/or take appropriate disciplinary action when employees fail to meet standards and/or to comply with department rules and regulations; participate in the screening process of applicants and recommend hiring of staff; assess staff development and training needs and provide advisement in work-related activities, professional growth, and career development by recommending appropriate training programs in consideration of the institution’s current and future needs and resources.*

*Perform related duties as assigned.*

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*In addition to the fiscal, administrative, and supervisory duties assigned to all positions, incumbents perform the following Operations or Programs duties. Incumbents may be required to perform some duties outside of their assigned area or they may be completely reassigned to alternate duties to meet institutional needs.*

\* Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention.

### Operations

*Oversee the security of the institution; maintain and review all post orders and emergency and security procedures; conduct audits of custody staff to ensure adherence to security policies and procedures; ensure all staff is appropriately trained to use required equipment and weapons and are able to secure a post properly; ensure that all suspected violations of laws, regulations, and departmental and institutional policies and procedures are investigated appropriately.*

*Oversee visiting room operations, review visiting applications and requests for special visits, and approve or deny requests according to policies and procedures; oversee property, mail, and identification operations; oversee culinary operations and ensure culinary is appropriately staffed and that the quality and quantity of food and beverages are adequate; ensure inmates are searched thoroughly after completing culinary duties to reduce contraband; oversee gym operations and ensure that the quality and quantity of equipment is adequate; oversee laundry operations and ensure that inmate issued clothing and cloth items are issued and cleaned according to policies and procedures; ensure that all areas are appropriately staffed.*

*Oversee the general population and segregation units operations; ensure units are appropriately staffed and that inmates receive the required exercise time in compliance with laws, regulations, and departmental and institutional policies and procedures.*

*Oversee armory operations; ensure the armory is appropriately staffed; ensure all weapons, chemical agents, keys, tools, knives, hazardous equipment, and other security risk items are inventoried and audited regularly according to policies and procedures.*

*Oversee prison industries security; ensure all keys, tools, knives, hazardous equipment, and other security risk items are inventoried and audited regularly according to policies and procedures; ensure inmates are searched thoroughly after completing prison industries duties to reduce contraband.*

*Oversee maintenance operations; ensure maintenance is appropriately staffed; ensure all keys, tools, knives, hazardous equipment, and other security risk items are inventoried and audited regularly according to policies and procedures; ensure inmates are searched thoroughly after completing maintenance duties to reduce contraband.*

### Programs

*Oversee the provision of programs, education, and treatment to inmates with mental health issues; resolve problems regarding services provided; coordinate supervision for special needs inmates; participate in coordination of efforts between mental health and medical staff.*

*Oversee the provision of programs, education, and treatment to inmates with medical issues; resolve problems regarding services provided; coordinate supervision for special needs inmates; participate in coordination of efforts between medical and mental health staff.*

*Oversee the approval and training of volunteers; monitor volunteers for compliance with laws, regulations, and departmental and institutional policies and procedures.*

*Supervise the chaplain to ensure that religious services are held to appropriately accommodate the different faith groups and/or practices.*

*Oversee the casework staff to ensure that decisions are within laws, regulations, and departmental and institutional policies and procedures; provide general oversight of caseworker/inmate interactions; monitor the appropriate usage of inmate records and informational systems; monitor the recording of credits such as work and merit; prepare various reports such as Parole Board and work reports.*

*Supervise the physical education and recreation staff to ensure recreation programs provide stimulating exercise for the different age groups; coordinate special events.*

*Oversee programs available to inmates to ensure approval and compliance with laws, regulations, and departmental and institutional policies and procedures; coordinate, facilitate, and delegate programs in cooperation with various staff; oversee enrollment guidelines so appropriate inmates participate; monitor and track the submission of merit credits and certificates of completion; maintain and distribute master program schedules.*

*Oversee education available to inmates to ensure compliance with laws, regulations, and departmental and institutional policies and procedures; coordinate, facilitate, and delegate education in cooperation with school districts, colleges, and various staff.*

*Supervise law library staff and ensure the law library complies with laws, regulations, and departmental and institutional policies and procedures; ensure legal materials are adequate in quantity and quality and available to all inmates.*

*Supervise clerical and records staff; ensure staff conduct file audits and maintain security and confidentiality of information.*

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### MINIMUM QUALIFICATIONS

#### SPECIAL REQUIREMENTS:

- \* *Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.*
- \* *A valid driver's license is required at the time of appointment and as a condition of continuing employment.*

**EDUCATION AND EXPERIENCE:** *Associate's degree from an accredited college or university in criminal justice, social work, public administration, psychology, or related field and four years of experience as a supervisory correctional caseworker in an institution consisting mostly of maximum and/or medium security inmates or as a correctional lieutenant; OR bachelor's degree from an accredited college or university in criminal justice, social work, public administration, psychology, or related field and three years of experience as a supervisory correctional caseworker in an institution consisting mostly of maximum and/or medium security inmates or as a correctional lieutenant; OR an equivalent combination of experience and education at or above the Associate's degree level; OR associate's degree from an accredited college or university in criminal justice, social work, public administration, psychology, or closely related field and four years of experience as a supervisory Correctional Casework Specialist III or as a Correctional Lieutenant in Nevada State service. (See Special Requirements)*

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

*Detailed knowledge of: methods used and problems involved in supervision and adjustment of inmates. Working knowledge of: principles and practices of advisement and guidance; casework theory, practice, and the principles of individual and group behavior; theories, trends, and terminology used in the field of corrections; firearms, chemical agents, restraints, and other security devices; personnel management principles and practices required to hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions; security principles, practices, and tactics governing the use of physical and deadly force; staff roles as applied to administering the security of an institution. General knowledge of: principles and practices of corrections as part of the criminal justice system; social and cultural aspects of a variety of ethnic and cultural groups; causes of crime, delinquency, and methods of*

**MINIMUM QUALIFICATIONS (cont'd)**

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (cont'd)**

*rehabilitation. Ability to: analyze problems, situations, practices, and procedures to identify relevant concerns or factors, formulate logical and objective conclusions, and recognize alternatives and their implications; assess staff development needs; control, direct, and instruct inmates individually and in groups; delegate responsibility, recruit and train staff, evaluate effectiveness of subordinates, and administer necessary discipline; develop, write, and evaluate institutional policies, procedures, and post orders; enforce institutional rules and regulations; evaluate emergencies and take or recommend corrective measures; interpret and apply agency directives, procedures, and post orders; manage aggressive behavior and conflict situations; observe, understand, and interpret the habits, attitudes, behaviors, and activities of inmates; prioritize work by evaluating available staff and resources; write concise, logical, grammatically correct correspondence and analytical reports in developing and explaining institutional policies and procedures.*

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

*Detailed knowledge of: institutional program goals, objectives, and content; State laws and regulations governing the department. Working knowledge of: State budget and accounting principles and practices. Ability to: deal with controversial issues which affect institutional public relations; manage space, equipment, and material resources including the development of utilization plans and justification of acquisitions; monitor and project budget based on existing resources and expenditures; prepare budget reports; properly interpret and implement court orders, consent decrees, and institutional procedures; function as the acting Warden.*

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.

	12.553
ESTABLISHED:	7/1/75
REVISED:	7/28/77
REVISED:	9/27/84
REVISED:	9/23/85R
REVISED:	10/25/85-3
REVISED:	5/19/88-3
REVISED:	12/9/88-3
REVISED:	3/3/89-12
REVISED:	7/1/91P
	7/6/90PC
REVISED:	11/15/91PC
REVISED:	1/1/01LG
REVISED:	7/1/01LG
REVISED:	7/1/05LG
REVISED:	9/21/09UC





STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ASSOCIATE WARDEN OF PROGRAMS	43*	A	12.553

~~[Under general direction of the Warden within assigned correctional institution, direct the Classification and Disciplinary Committees, vocational and academic education, counseling and guidance, and inmate housing unit operations; participate in fiscal and administrative management; and supervise non-uniformed staff.~~

~~Plan, organize and direct the classification process within assigned correctional institution to ensure the individualized custody, care and training of offenders as authorized by NRS 209.351. This duty is accomplished by coordinating the classification of offenders; serving as Chair of the Classification Committee; coordinating the release of offenders with the Classification and Planning Section; and ensuring the proper paperwork has been completed prior to release. This duty is performed independently and the Warden is periodically consulted on the status of the classification process.~~

~~Perform various fiscal and administrative management tasks as directed by the Warden to include the preparation, submission and control of the institutional budget; preparing in-depth studies and reports for the Board of Pardons and Parole, Attorney General's Office, Warden, and other agencies; engaging in planning meetings which includes developing and establishing policies with the Warden, Associate Warden of Operations, and Director; acting as public relations liaison between the correctional institution, other agencies, and the community; and monitoring and regulating internal and external self help groups and clubs. This duty is performed under the Warden's direction.~~

~~Manage the vocational and academic education programs to facilitate the training of offenders by supervising the vocational center activities, coordinating the placement of offenders in on-the-job training programs, supervising inmate payroll and assessment, coordinating all on-going educational programs with the community and outside agencies, developing new and revising current program procedures, and soliciting new training and work programs. This duty is performed independently and the Warden is periodically consulted concerning the progress of the vocational and academic education program.~~

~~Direct the counseling and guidance program to ensure the proper treatment of offenders by overseeing and monitoring the disciplinary process, dealing with offender problems beyond the scope of caseworkers, and review and approve the findings of the Disciplinary Committee. This duty is performed independently and the Warden is periodically consulted concerning the progress of the counseling and guidance program.~~

~~Oversee the sanitary condition and general maintenance of the institution by designing and administering a system which provides for the utilization of inmate workers to perform general maintenance tasks to ensure the institution is able to meet federal and State regulations.~~

~~Supervise non-uniformed staff which includes recreation services, food services, academic education and vocational services, the counseling and guidance program, maintenance, and the clerical unit to achieve maximum service and production. This duty is accomplished by evaluating, counseling and disciplining staff, coordinating training classes, and updating and streamlining procedures. This duty is performed independently and the Warden is periodically consulted concerning staff performance.~~

~~Independently draft and/or supervise the drafting of correspondence for the signature of the Warden, Director or Governor which may relate to inmate complaints against the prison staff or institutional programs and policy.~~

**\* Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention.**

~~Review all inmate release paperwork prepared by caseworkers to ensure required forms and documents are completed accurately; review inmate file to determine if detainers exist for previous offenses or request for notification of release and forward to the Warden for review.~~

~~Manage the facility's institutional file system containing inmate case histories and personal data by direct supervision and training of records staff and the monitoring and development of security procedures; work with the department's central records office for updating and release of inmate file data.~~

~~Serve as the Administrative Officer of the Day and review critical and unusual incidents reported by various institutions and facilities and take appropriate action or advise officers of the actions to be taken by applying knowledge of agency rules and regulations and notify the Assistant Director, Director and the Governor's Office on critical incidents and the actions taken. Function as acting Warden of assigned institution/facility as directed.~~

~~Responsible for the staffing, inventory and accessibility of the institutions/facilities law library; ensure legal guidelines and standards are maintained regarding services, supplies and availability to inmates.~~

~~Perform related duties as assigned.~~

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### MINIMUM QUALIFICATIONS

#### SPECIAL NOTES AND REQUIREMENTS:

- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- \* A Master's degree with specialization in criminal justice, psychology, sociology, social work, public administration or closely related field may be substituted for one year of the required journey level experience.

~~EDUCATION AND EXPERIENCE: Graduation from high school and two years of supervisory experience comparable to the Correctional Casework Specialist III level and five years of responsible journey level experience conducting casework services and investigations, making program eligibility determinations and preparing detailed reports for the purpose of rehabilitation, program development and program services of clients or the institutional classification and discipline of inmates. Determinations are based on the application of laws, rules, regulations and through analysis and verification of data contained in case history files, investigative reports, personal interviews, and departmental reports. Work experience may be obtained in a correctional, parole and probation, social services, vocational guidance rehabilitation or comparable setting; **OR** graduation from an accredited college or university in criminal justice, psychology, sociology, social work, public administration or closely related field, two years of supervisory experience comparable to the Correctional Casework Specialist III, and three years of responsible journey level experience as stated above. (See Special Notes and Requirements)~~

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

~~**Knowledge of:** the causes of crime, delinquency and methods of rehabilitation; principles and procedures of offender classification; principles and practices of counseling and guidance; methods used and problems involved in supervision and adjustment of prison offenders; casework theory, practice and the principles of individual and group behavior. **Ability to:** analyze problems, situations, practices and procedures to identify relevant concerns or factors, formulate logical and objective conclusions, and recognize alternatives and their implications; supervise professional personnel which includes delegating responsibility, the recruitment and training of staff, evaluating the effectiveness of subordinates, and administering necessary discipline; write concise, logical, grammatically correct correspondence and analytical reports in developing and explaining prison policy and procedures; establish and maintain reference and record keeping files, with clear audit trails for accountability.~~

**MINIMUM QUALIFICATIONS** (cont'd)

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

~~**Detailed knowledge of:** court orders, consent decrees and institutional procedures to properly interpret and implement these procedures. **Knowledge of:** the purpose, activities and functions of the department as applied to administering the program areas; State laws and regulations governing the department; the principles of budgeting and of the general budget process according to State rules and regulations. **Ability to:** manage space, equipment and material resources, including the development of utilization plans and justification of acquisitions; monitor and project budget position on the basis of existing revenue and expenditures.]~~

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.

12.553

ESTABLISHED: 7/175  
 REVISED: 7/28/77  
 REVISED: 9/27/84  
 REVISED: 9/23/85R  
 REVISED: 10/25/85-3  
 REVISED: 5/19/88-3  
 REVISED: 12/9/88-3  
 REVISED: 3/3/89-12  
 REVISED: 7/1/91P  
 7/6/90PC  
 REVISED: 11/15/91PC  
 REVISED: 1/1/01LG  
 REVISED: 7/1/01LG  
 REVISED: 7/1/05LG



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ASSOCIATE WARDEN OF OPERATIONS	43*	A	13.303

~~[Under general direction of a Warden, plan, organize, and direct the work of custody personnel involved in maintaining security, safe custody, discipline, and welfare of inmates in a major full-service State correctional institution/facility; supervise the day-to-day shift security operations within the institution, and supervise administrative operations of the institution.]~~

~~Plan, assign and direct the daily operation of the custody staff within a major institution including the work of Correctional Captains, Correctional Lieutenants, Correctional Sergeants, Senior Correctional Officers, Correctional Officers and Correctional Officer Trainees; ensure correctional staff assignments are compatible between post duties and skill and knowledge levels of post incumbents; monitor staff in the execution of post responsibilities through personal observation of staff; authorize and direct overtime when necessary to provide adequate custody staff by analyzing labor needs and budget availability.~~

~~Evaluate employee performance and prepare performance appraisals and promotional merit ratings; review, recommend and/or take appropriate disciplinary action on employees who fail to meet standards and/or to comply with agency rules and regulations; participate in the screening process of applicants and recommend hiring of staff; assess staff development and training needs; counsel them in work-related activities, professional growth and career development by recommending appropriate training programs and by taking into consideration the institution/facility's current and future needs.~~

~~Resolve personnel problems and complaints by gathering and reviewing information and taking appropriate action; respond to informal and formal grievances from employees and inmates and/or provide information for response at higher levels by gathering and evaluating pertinent information. This is performed under the general guidance of the Warden and applying knowledge of established personnel rules and regulations.~~

~~Control all weapons, ammunition, chemical agents, and other security equipment in the institution's armory for security and safety purposes; oversee staff and enforce directives in the use and control of firearms, chemical agents, keys, tools, knives, and hazardous equipment and materials to ensure the safety and well-being of inmates, staff and the public. This duty is performed independently by developing and maintaining methods as well as applying knowledge of security policies and procedures.~~

~~Supervise the admittance and release of inmates to ensure compliance with established admittance and release policies and procedure; plan and direct an accurate system of inmate count; order emergency inmate counts as necessary in order to ensure all inmates are in their assigned units. This duty is performed independently by evaluating reports, reviewing documents submitted by lower-level staff and by assessing and reviewing current practices and procedures.~~

~~Investigate reported infractions of rules and regulations and irregular or suspicious occurrences; arbitrate inmate disputes and investigate complaints; review and investigate misconduct reports and unusual incident reports prepared by lower-level staff for completeness and accuracy and to ensure corrective action is taken; authorize and terminate inmate visits when appropriate. This is performed independently by reviewing reports submitted by lower-level staff, gathering additional information from custody staff and inmates when necessary, taking or recommending appropriate action in accordance with established institutional policies, procedures and guidelines.~~

~~Direct and inspect the operation of segregation units, death row, close supervision units, infirmary and/or clinic, program areas such as academic and vocational education, and other special security units to~~

**\* Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention.**

~~ensure compliance with security directives both by staff and inmates. This duty is performed independently by applying knowledge of security procedures and established policies and guidelines.~~

~~Supervise the serving of inmate meals to assess the performance of the custody staff and inmates' behavior as well as the quality and quantity of food served by reviewing reports submitted by lower level staff and complaints received from inmates.~~

~~Direct and oversee the movement of employees, inmates, and visitors to ensure security and safety of staff, inmates and the public; inspect the facility at periodic and irregular intervals to ensure safety and security procedures of the institution/facility are properly followed and executed; assign and direct staff in the conduct of non routine cell and area searches for contraband; and deploy the use of resources and equipment in the event of emergency to control a situation. This is performed by applying knowledge of security procedures and guidelines as well as notifying the Warden of actions taken by preparing Unusual Incident Reports.~~

~~Determine level of security required and authorize travel orders during transport of inmates outside the institution in order to prevent escape by evaluating inmate's criminal history.~~

~~Perform various fiscal related tasks as directed by the Warden which may include analyzing legislatively approved staffing analysis, converting information into master schedule and calculating relief factors; controlling institutional budget in respect to staff expenditures, uniform, security devices and structures of the institutions; identifying the institution's needs, preparing budget proposals accordingly as well as evaluating previous year's expenditures, and conducting future needs analysis of the institution by applying knowledge of the Department's budgetary policies and procedures.~~

~~Participate in classification and disciplinary committee meetings to determine the custody level and disciplinary actions to be taken against inmates.~~

~~Research and draft correspondence for prison administrators which may relate to inmate concerns regarding prison staff, institutional operation and policy.~~

~~Serve as the Administrative Officer of the Day and review critical and unusual incidents reported by various institutions and facilities and take appropriate actions or advise officers the actions to be taken by applying knowledge of agency rules and regulations and notify the Assistant Director, Director and the Governor's Office on critical incidents and the actions taken; serve as acting Warden of assigned institution/facility as directed.~~

~~Coordinate activities with outside agencies by contacting them personally and/or in writing in order to obtain resources not available within the institution.~~

~~Perform related duties as assigned.~~

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- ~~\* Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre employment screening for controlled substances.~~
- ~~\* A valid driver's license is required at the time of appointment and as a condition of continuing employment.~~

**MINIMUM QUALIFICATIONS (cont'd)****INFORMATIONAL NOTES:**

~~\* Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.~~

~~EDUCATION AND EXPERIENCE: An Associate's degree or equivalent education in criminal justice, corrections, law enforcement or closely related field and one year of experience as a Captain in Nevada State service; **OR** three years of experience as a Correctional Lieutenant in Nevada State service; **OR** an equivalent combination of education and experience. (See *Special Requirements and Informational Notes*)~~

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

~~**General knowledge of:** principles and practices of corrections related to the criminal justice system; social and cultural lifestyle of a variety of ethnic and cultural groups. **Knowledge of:** personnel management theories, and State Personnel rules and regulations, principles and practices (e.g., hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions); security principles, practices and tactics governing the use of physical and deadly force; rules and regulations governing the classification of inmates; State laws and regulations governing the department; purpose, functions and activities of the department as applied to administering the security of an institution. **Ability to:** assess staff development needs; write concise, logical, grammatically correct correspondence and analytical reports in developing and explaining prison policies and procedures; develop, write, and evaluate institutional policies, procedures and post orders; control, direct, and instruct inmates individually and in groups; observe, understand and interpret the habits, attitudes, behavior and activities of inmates; enforce institutional rules and regulations with impartiality; evaluate emergency situations and take or recommend corrective measures; interpret and apply directives such as agency rules and procedures, and post orders; analyze problems, situations, practices and procedures to identify relevant concerns or factors, formulate logical and objective conclusions and recognize alternatives and their implications; prioritize work by evaluating available staff and resources. **Skill in:** interpersonal relations and group dynamics; managing aggressive behavior and conflict situations; use of firearms, chemical agents, restraints, and other security devices.~~

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

~~**Knowledge of:** institution program goals, objectives and content; State budget and accounting principles and practices; court orders, consent decrees, institutional policies and procedures. **Ability to:** monitor budget and prepare financial reports; deal with controversial issues which affect the public relations stance of the institution.]~~

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	12.506
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REVISED:	2/3/92UC
REVISED:	6/2/98R

**ASSOCIATE WARDEN OF OPERATIONS**

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**13.303**

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REVISÉD: 1/1/01LG  
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REVISÉD: 7/1/01LG  
REVISÉD: 7/1/05LG  
REVISÉD: 10/1/07LG



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>FORESTRY INCIDENT BUSINESS SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>1.808</b>

*Under direction, the Forestry Incident Business Specialist manages statewide wildland fire and emergency incident business operations and provides professional business management and effective policy and resource coordination for incident business management activities.*

*Provide expert advice and consultation to the Department of Conservation and Natural Resources, Forestry Division personnel and various other governmental agencies on the development, implementation and coordination of incident business management and grant administration activities; represent the State at meetings with federal and local government cooperators.*

*Develop and implement incident business operation objectives, policies and procedures; assess statewide incident business management needs; coordinate planning with local groups and statewide organizations; interpret statutes and regulations pertaining to incident business management; resolve issues affecting incident business operations within the State.*

*Evaluate the effectiveness of incident business management policies, procedures, operations and activities to ensure compatibility with State and federal laws; identify efficient ways to operate programs and implement changes; identify program development, expansion or enhancement opportunities; make recommendations to managers; develop implementation plans for legislation and/or other requirements affecting business operations.*

*Assist in statewide emergency response contracting and procurement to provide necessary resources to support State and local emergency response programs; ensure compliance with federal, State and local government procurement statutes; develop program budgets and requests for proposal; compile justifications; perform fire suppression cost analysis and review statistics; review and coordinate vendor service contracts.*

*Collect and track wildland fire and other emergency response incident costs; tabulate costs and develop public presentational materials as well as reports and projections for funding request purposes; serve as a resource to the incident billing team in working with federal and local cooperators in reconciling incident costs for billing purposes.*

*Oversee and direct interagency fiscal transactions to ensure efficient use of fiscal resources in forestry incident management; negotiate cost sharing agreements in coordination with incident commanders; develop cost allocation systems to assist in incident cost share administration; coordinate and evaluate fire management assistance grant requests on emerging incidents with federal, State and local agencies; assist local governments in managing and maintaining grant packages; maintain records of the type and number of incidents and actual costs for statistical and historical documentation needs; prepare reports of wildland fire and other emergency response activities.*

*Develop, provide and coordinate training for staff and governmental agencies; assist local jurisdictions and other public and private organizations with incident business management; provide training to State and local government fire personnel in requirements for preparation of grants; provide direction on business operations.*

*May train, supervise and evaluate the performance of technical and support staff as assigned.*

*Perform related duties as assigned.*

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENT:**

- \* *A valid driver's license is required at the time of appointment and as a condition of continuing employment.*

**INFORMATIONAL NOTE:**

- \* *Incumbent may be required to pass a work capacity test as a condition of continuing employment.*

**EDUCATION AND EXPERIENCE:** *Bachelor's degree from an accredited college or university in business administration or financial management and two years of technical financial recordkeeping experience which included three or more of the following: cost analysis; program accounting and billing; technical payroll; preparation of complex spreadsheets and narrative reports; grant administration; OR a Bachelor's degree from an accredited college or university in forestry, fire science or a conservation-related field and two years of experience which included three or more of the following: fire suppression; fire/resource management; dispatching; coordinating the use of staff and equipment; interaction with incident business management teams, other agencies and cooperators; conducting training; OR an equivalent combination of education and experience.*

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

*Working knowledge of: financial recordkeeping and reporting; forestry incident business management practices and procedures; incident command system. General knowledge of: basic supervisory techniques. Ability to: implement and oversee business management functions at multiple incidents; function independently and make cost-effective decisions on business issues; coordinate resources to meet needs of the incident business management team; analyze administrative programs, policies and procedures and make recommendations; write and produce clear, concise reports and other materials using correct English grammar, spelling and punctuation; operate a personal computer and related hardware and software; create complex spreadsheets; calculate incident costs accurately; establish and maintain effective working relationships with co-workers, other agencies and the general public; communicate effectively both orally and in writing; negotiate and exchange ideas and information with others to formulate business practices and policies; prepare and present materials or information on forestry incident costs. Skill in: coordinating meetings with cooperators to mediate financial agreements; negotiating emergency purchases and emergency service agreements; maintaining complex financial records.*

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

*Working knowledge of: budgeting and State purchasing and procurement processes; agency policies and procedures related to wildland fire and emergency incidents. Ability to: direct, organize and coordinate staff towards a common goal and objective.*

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**ESTABLISHED:** 9/21/09UC



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ENERGY PROGRAMS MANAGER</b>	<b>41</b>	<b>B</b>	<b>7.758</b>

*Under the direction of the Nevada State Office of Energy (NSOE) Director, Energy Program Managers plan, organize, coordinate, administer and evaluate programs and activities under the American Recovery and Reinvestment Act (ARRA) of 2009. The Act seeks to provide funding for energy efficiency and conservation and renewable energy projects to enhance the environment and increase energy independence for the State.*

*Establish goals, objectives, schedules, policies and procedures compatible with statutory, regulatory and NSOE requirements; develop work plans, budgets and applications for federal grants in accordance with applicable laws and regulations; review and approve invoices and travel claims for payment to ensure spending is in accordance with State and federal requirements and authorization levels.*

*Provide programmatic direction and guidance to effectively achieve objectives and strategies; develop, implement and provide day-to-day oversight of assigned program and project areas; direct subordinates in the execution of strategies to attain goals and objectives.*

*Plan, organize and direct complex statewide energy programs to ensure compliance with State and federal laws and regulations within the ARRA program.*

*Provide input to budget development for ARRA energy programs; assess operational needs and cost factors; manage expenditures to ensure that they do not exceed budgets or revenue.*

*Train, supervise and evaluate the performance of professional, technical and support staff; assign and review work; provide guidance and training; monitor and evaluate progress on projects; and provide counseling and discipline as required.*

*Review grant applications and oversee preparation of interim and final reports to funding agencies.*

*Develop public and private partnerships to encourage support for funding energy efficiency and conservation programs at the State and local levels.*

*Conduct on-site visits to projects to ensure progress and compliance with the ARRA funding requirements.*

*Plan and coordinate activities and projects with other agencies, public and private organizations and industry representatives; write requests for proposals and facilitate selection committees; develop site-specific budgets and design public education components for each project.*

*Represent NSOE at various hearings, meetings, and conferences to provide information and answer questions pertaining to federal and State regulations and NSOE policies, procedures and programs; provide technical assistance to various committees and groups; serve on regional and national oversight boards and committees.*

*Prepare informational materials to assist the NSOE Director in developing agency policies, procedures and guidelines; provide technical information for public information campaigns and marketing strategies for assigned programs and projects.*

*Perform related duties as assigned.*

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**MINIMUM QUALIFICATIONS****SPECIAL NOTES AND REQUIREMENTS:**

- \* *A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.*

**ENERGY PROGRAMS MANAGER**

**EDUCATION AND EXPERIENCE:** *Bachelor's degree from an accredited college or university in a natural or physical science, engineering, or energy-related field and five years of increasingly responsible experience which included the planning, design, administration and evaluation of energy programs and projects, fiscal management, and strategic planning. Two years of the experience must have been in a supervisory capacity. OR an equivalent combination of education and experience. (See Special Requirement)*

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

*Working knowledge of: theories, principles, techniques and practices applicable to the administration and implementation of energy efficiency and conservation programs or renewable energy programs; budget preparation and fiscal management; strategic planning processes and group facilitation methods; supervisory and management practices to include delegation, performance appraisal, and discipline; preparation and research of grant proposals to government agencies, foundations and private funding institutions; public and private funding sources; fund-raising and advocacy techniques. General knowledge of: governmental and legislative procedures. Ability to: implement the mission, goals and objectives for the NSOE with guidance from the Director; plan, design, administer and evaluate energy-related programs and projects; establish and maintain positive working relationships with agency management, staff, local and federal officials, and the general public; communicate effectively both orally and in writing; prepare input and review of legislative bill draft requests, technical and fiscal reports, professional papers, program guidelines and other materials and publications to include issues of public policy, economic impact and related areas.*

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

*Working knowledge of: agency policies, procedures and guidelines; public sector administration to include budget preparation, fiscal management and governmental and legislative procedures. Ability to: develop cooperative partnerships with local, State, regional and federal agencies and with non-profit and private sector organizations; represent NSOE and the State on boards and committees of State, regional and national organizations.*

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7.758

**ESTABLISHED:** 9/21/09UC



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>HEALTH INFORMATION TECHNOLOGY PROJECT MANAGER</b>	<b>41</b>	<b>B</b>	<b>7.640</b>

*Under administrative direction of the Department of Health and Human Services Director, the incumbent serves as the project manager to expand the use of health care technology information in Nevada and build a sustainable mechanism for health information exchange.*

*Maintain a current knowledge of grant requirements and criteria for the American Recovery and Reinvestment Act of 2009 (ARRA) grants for health information technology (HIT) as well as knowledge of other opportunities for funding within related program areas. Maintain current knowledge of emerging federal policy requirements for health information exchange projects.*

*Work cooperatively with health care providers, consumer organizations, health plans, technology vendors, health care purchasers, public health agencies, health profession schools, clinical researchers, and health information technology committees on privacy, health information exchange, and data reporting issues to identify existing resources, needs, commonalities of interest, and project priorities.*

*Develop a plan, in conjunction with stakeholders, which prescribes the activities to be carried out to facilitate and expand the electronic movement and use of health information among organizations according to nationally recognized standards and implementation specifications and which is consistent with the federal HIT strategic plan.*

*Coordinate the selection of and work with a professional grant writing team to prepare ARRA health information planning and implementation grant applications. Participate in the preparation, maintenance and monitoring of grants and budgets and other required documentation.*

*Solicit applications and award sub-grants for activities to facilitate and expand the electronic movement and use of health information; identify available state or local resources to promote health information technology; complement other federal grants, programs and efforts; promote effective strategies to adopt and utilize health information technology in medically underserved communities; encourage clinicians to work with HIT regional extension centers; provide technical assistance for the development and dissemination of solutions to barriers to the exchange of electronic health information.*

*Implement strategies to ensure deliverable schedules are met; hold regular meetings, monitor risks, and implement a quality management process. Provide briefings to various groups on all aspects of the project.*

*Provide support to the Blue Ribbon Commission on ARRA health information technology and other HIT related committees; coordinate and facilitate meetings; research issues; respond to inquiries and prepare informational materials.*

*Review and provide content for the State health information technology website.*

*May supervise subordinate professional and support staff.*

*Perform related duties as assigned.*

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**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** *Master's degree from an accredited college or university in business administration, public administration, management information systems, public health, health care, psychology, social work or related field and four years of professional experience which included analyzing business processes; participating in the planning, development, or implementation of information technology systems; managing large projects; grant writing and grant administration; facilitating meetings; collaborating with a variety of entities such as stakeholder groups, boards or governing bodies; researching, interpreting and explaining technical information such as laws, regulations and requirements; OR Bachelor's degree from an accredited college or university with a major in business administration, public administration, management information systems, public health, health care, psychology, social work or related field and five years of professional experience which included analyzing business processes; participating in the planning, development, or implementation of information technology systems; managing large projects; grant writing and grant administration; facilitating meetings; collaborating with a variety of entities such as stakeholder groups, boards or governing bodies; researching, interpreting and explaining technical information such as laws, regulations and requirements; OR an equivalent combination of experience and education above the Bachelor's degree level.*

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

*Working knowledge of: information systems technology, concepts, and applications; the integration of data systems; business analysis and planning processes; group facilitation methods; program and policy development on state and national levels; health information technology planning and implementation; HIPAA privacy requirements; current issues regarding health information exchange; management of federal grants; project management within a business environment. General knowledge of: the state's health care environment and the various stakeholders impacted by state-level health information exchange; national standards for electronic health records. Skill in: organization and self-motivation; consensus building; analysis of technical information. Ability to: develop adoption and communication strategies for various stakeholder groups; foster collaboration among diverse stakeholder populations; read, interpret and apply legal and technical documents; research and write effective grant proposals; prepare technical reports, publications and various other materials; provide information effectively orally and in writing; make clear and convincing oral presentations; gain compliance from grantees with reporting and funding requirements; plan, organize and direct projects; establish work methods and standards; collect and document user requirements; establish and maintain cooperative relationships.*

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

*Working knowledge of: Nevada Revised Statutes and Nevada Administrative Code governing assigned areas of responsibility; current computer technology and trends related to health care; state and local health care systems; Medicaid program as related to health information technology. Ability to: explain difficult concepts to non-technical people; evaluate requests for proposals based on HIT project requirements.*

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7.640

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