



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

MEMO PERD #71/08  
December 29, 2008

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 January 30, 2009.

If no written objections are received in this office by January 30, 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: 05-09**  
**Posting Expires: January 30, 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
11.239	Military Security Officer V	39 D	11.239	Military Security Officer V	39 D
11.240	Military Security Officer IV	37 D	11.240	Military Security Officer IV	37 D
11.241	Military Security Officer III	35 D	11.241	Military Security Officer III	35 D
11.242	Military Security Officer II	33 D	11.242	Military Security Officer II	33 D
11.243	Military Security Officer I	31 D	11.243	Military Security Officer I	31 D

### ***EXPLANATION OF CHANGE***

As requested by the Office of the Military, the Department of Personnel recommends revisions to the class specification for the Military Security Officer series. The class concepts for the Military Security Officer V were expanded to recognize the responsibilities of force protection at all Nevada National Guard facilities and installations. The special requirements and informational notes were also expanded to reflect the requirement for specialized training and Top Secret security clearance.

Management at the Office of the Military participated in this study and supports this recommendation.

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			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
10.227	Cancer Registrar	29 E	10.227	Cancer Registrar	29 E

### ***EXPLANATION OF CHANGE***

At the request of the Health Division, the Department of Personnel recommends a change to the minimum qualifications of the Cancer Registrar class to meet future eligibility requirements to sit for the Certified Tumor Registrar (CTR) examination.

As of 2010, an Associate's degree in an allied health field and 12 months of experience in a Cancer Registry field will be required prior to being eligible to apply for, and take, the CTR exam. The Health Division maintains that the proposed language will enable the agency to hire applicants with the necessary coursework and background, and will give employees the additional time necessary to obtain the requisite degree and training in the Cancer Registry field. Additionally, changes have been made to the informational note to further stress that a degree is needed in order to take the CTR examination.

Members of the National Cancer Registrars Association believe that the requirement for an Associate's degree will improve the profession by increasing the public profile of cancer registration, best prepare exam candidates, improve the credibility of the job as a profession, and improve the quality of cancer data. Although the education requirements were increased, the duty statements and the knowledge, skills and abilities did not change, and therefore, the grade level remains the same.

The Health Division participated in this review and supports this 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) 684-0110.

**Objections to the proposed change(s) must be received in writing by January 30, 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: December 29, 2008**



## STATE OF NEVADA – DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>MILITARY SECURITY OFFICER V</b>	<b>39</b>	<b>D</b>	<b>11.239</b>
<b>MILITARY SECURITY OFFICER IV</b>	<b>37</b>	<b>D</b>	<b>11.240</b>
<b>MILITARY SECURITY OFFICER III</b>	<b>35</b>	<b>D</b>	<b>11.241</b>
<b>MILITARY SECURITY OFFICER II</b>	<b>33</b>	<b>D</b>	<b>11.242</b>
<b>MILITARY SECURITY OFFICER I</b>	<b>31</b>	<b>D</b>	<b>11.243</b>

### SERIES CONCEPT

Military Security Officers provide security for Nevada National Guard facilities, armories, installations, military equipment displays, and training sites; provide protective services to State and federal property under the control of the Nevada National Guard; enforce applicable laws, regulations, and policies; and apprehend and detain offenders.

Monitor electronic surveillance equipment such as closed circuit television and intrusion detection systems; receive and relay information on incidents, accidents, emergencies, safety hazards, and suspicious circumstances to other officers; review and edit surveillance film to determine the date and time of occurrence and identity of intruders; monitor and maintain a two-way communication system.

Perform foot and vehicular patrols in and around each building on military owned and leased property; check for break-ins, unsecured doors and windows, vandalism, water leaks, safety hazards, or malfunctions of the heating and air conditioning systems.

Monitor access and control entry at assigned gates to prevent unauthorized entry; inspect individuals for proper and current identification; systematically search vehicles for weapons *and/or* contraband as required by the federally designated level of threat at the time.

Maintain proper use, control and accountability of keys, electronic access and identification badges, organizational equipment, and uniforms according to established procedures.

Maintain comprehensive records related to authorized access of each employee at the assigned location; verify required approvals and enter data in computer equipment.

Respond to requests for base access after hours; verify the identity of individuals at the gate; grant access according to established authorization to enter specific facilities during certain times.

Escort vehicles that transport National Guard weapons and ammunition from one location to another; provide security services at military equipment displays, conferences, conventions, meetings of U.S. military officials, and other events; serve as military police at an assigned base or location.

Enforce parking policies on the base to reduce bomb threats; escort unwanted persons off base and interface with local law enforcement officials; receive and determine the validity of arrest warrants and subpoenas and escort employees to the gate for service.

Conduct initial investigations of infractions of National Guard policies and procedures and prepare incident and accident reports.

Use firearms, personal defense equipment, and less lethal weapons as required and in accordance with established policy.

<b>MILITARY SECURITY OFFICER V</b>	<b>39</b>	<b>D</b>	<b>11.239</b>
<b>MILITARY SECURITY OFFICER IV</b>	<b>37</b>	<b>D</b>	<b>11.240</b>
<b>MILITARY SECURITY OFFICER III</b>	<b>35</b>	<b>D</b>	<b>11.241</b>
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**SERIES CONCEPT (cont'd)**

Prepare and maintain security logs; complete forms and reports regarding security activity on assigned shift in accordance with departmental policies and procedures.

Check patrol vehicle for damage or defect by daily inspection of the flashing overhead lights, sirens, first aid kit and fire extinguisher.

Assist the public by giving directions, answering questions, explaining rules, referring to appropriate staff or providing necessary forms; administer first aid in emergency situations.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Military Security Officer V:** Under administrative direction *of the Provost Marshal, incumbents* [~~the Military Security Officer V~~] plan, organize, direct, and coordinate the overall statewide security *or anti-terrorism/force protection (AT/FP)* functions, activities and operations at military facilities to prevent unlawful entry or damage to State or federal property under the control of the Nevada National Guard [~~and~~] to ensure protection and safety of all persons on that property. *Positions assigned to AT/FP conduct strategic studies, vulnerability assessments, risk analysis and assess potential threats; develop and manage AT/FP budgets; establish and coordinate Threat Working Groups; review, develop, revise and implement security and AT/FP policies; and serve on inter-agency/organizational committees.*

**Military Security Officer IV:** Under general direction, as the deputy to the Military Security Officer V, the incumbent directly supervises Military Security Officer III's and assists in planning, organizing, directing, and coordinating the statewide security functions; participates in developing budgets and interpreting new or existing regulations, policies and procedures to ensure protective measures and security procedures are effective in meeting the security needs of each facility.

The incumbent also develops, presents and arranges training classes for Military Security Officers; functions as the firearms instructor and rangemaster; and prepares statistics and reports to ensure all officers have received sufficient training to carry out security duties.

**Military Security Officer III:** Under limited supervision, incumbents supervise subordinate supervisors and oversee security activities in an assigned military region by planning, organizing and monitoring daily operations. Incumbents develop and assign work schedules; check all job related activities for proper performance; and review security officers' written reports.

They also investigate and follow up on incidents occurring within the National Guard Security Force's jurisdiction utilizing established investigation procedures; gather evidence such as photographs and surveillance tapes; interview witnesses; preserve physical evidence; and organize collected evidence to determine if a criminal complaint should be forwarded to an outside agency for further action.

**Military Security Officer II:** Under limited supervision, incumbents, in addition to performing the full range of duties outlined in the series concept, serve as first-line supervisors who train, schedule, coordinate and evaluate the performance of subordinate Military Security Officer I's on an assigned shift.

<b>MILITARY SECURITY OFFICER V</b>	<b>39</b>	<b>D</b>	<b>11.239</b>
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<b>MILITARY SECURITY OFFICER II</b>	<b>33</b>	<b>D</b>	<b>11.242</b>
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**CLASS CONCEPTS (cont'd)**

**Military Security Officer I:** Under general supervision, incumbents perform the duties described in the series concept at the journey level.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, positions in this series 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.
- \* Some positions require work on evenings, weekends, and/or holidays.
- \* Some positions require CPR certification at the time of appointment and as a condition of continuing employment.
- \* Some positions require first aid certification at the time of appointment and as a condition of continuing employment.
- \* *Some positions require completion of the Department of Defense (DoD) Security Engineering Course, Anti-Terrorism Level II and Conventional Physical Security Course within one year of appointment.*

**INFORMATIONAL NOTES:**

- \* Applicants must be eligible for a Secret security clearance by the National Agency Check of the U.S. Department of Defense.
- \* *Some positions require a Top Secret security clearance by the National Agency Check of the U.S. Department of Defense at the time of appointment.*
- \* Applicants must meet all legal requirements to carry firearms in the performance of official duties.
- \* Incumbents must complete the law enforcement training provided by the agency within one year of appointment.
- \* Incumbents must maintain firearms qualification/certification standards and proficiency requirements as established by agency policy.
- \* Incumbents must pass an agency prescribed physical fitness test within one year of appointment.
- \* Some positions are required to obtain and maintain current certification as a law enforcement firearms instructor or rangemaster as a condition of continuing employment.

**MILITARY SECURITY OFFICER V**

**EDUCATION and EXPERIENCE:** Graduation from high school or equivalent education and completion of military courses in conventional physical security, countering terrorism on military installations, and anti-terrorism officer advisors course, and six years of experience in the security field. Three years of the required experience must have included supervising security personnel, scheduling and assigning work, and evaluating work performance of security personnel; **OR** one year of experience as a Military Security Officer IV in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

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## MINIMUM QUALIFICATIONS (cont'd)

### MILITARY SECURITY OFFICER V (cont'd)

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

**Detailed knowledge of:** supervisory principles and practices; U.S. Military Force Protection Conditions (FPCONS), and the Nevada National Guard Security Force Standard Operating Procedures Manual; military regulations, military physical security program, and security of unclassified military property (sensitive/non-sensitive) to properly supervise security activities. **Working knowledge of:** standard methods of securing arms, ammunition and explosives; budgeting and fiscal management principles and practices. **Ability to:** plan, organize, coordinate and direct security enforcement activities; administer the security program on a statewide basis; prepare clear and concise reports related to budget justification and overall administration of the military security program; analyze existing or potential emergency situations and take appropriate action as necessary; interpret laws, regulations, policies and procedures as needed to coordinate security enforcement activities; communicate effectively both orally and in writing; work effectively with joint directorate staff of the Nevada National Guard, other State military officials and employees, and the general public; coordinate military security activities with local law enforcement agencies; *and all knowledge, skills and abilities required at the lower levels.*

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

**Ability to:** develop operating policies and procedures to ensure that military facility security functions are within acceptable standards; ensure that National Guard Bureau and the State of Nevada security functions are carried out in a uniform manner; participate in the development of budget estimates and justification as needed to plan future military security needs in personnel, equipment, and training.

### MILITARY SECURITY OFFICER IV

EDUCATION and EXPERIENCE: Graduation from high school or equivalent education, completion of a civilian or military law enforcement academy or certification as an industrial security specialist, and five years of experience in the security field. Two years of the required experience must have been in a supervisory capacity; **OR** one year of experience as a Military Security Officer III 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):

**Detailed knowledge of:** training and supervision of security personnel; military regulations and State laws pertaining to the protection of federal and State property. **Ability to:** communicate orally and in writing sufficient to perform liaison tasks with federal, State and local law enforcement agencies; prepare clear and concise reports related to training trends and analysis; maintain training records to ensure proper training and certification of all security officers in accordance with applicable federal and State regulations, policies and procedures; *and all knowledge, skills and abilities required at the lower levels.*

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

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Military Security Officer V.)*

### MILITARY SECURITY OFFICER III

EDUCATION and EXPERIENCE: Graduation from high school or equivalent education and four years of experience in the security field which included at least one year of experience serving as a group leader, patrol supervisor, desk sergeant, dispatching officer, and providing on-the-job training to lower

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### MINIMUM QUALIFICATIONS (cont'd)

#### MILITARY SECURITY OFFICER III (cont'd)

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

level staff; **OR** completion of a civilian or military law enforcement academy or certification as an industrial security specialist and three years of experience in the security field which included at least one year of experience serving as a group leader, patrol supervisor, desk sergeant, dispatching officer, and conducting on-the-job training; **OR** one year of experience as a Military Security Officer II 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):

**Working knowledge of:** principles and practices of supervision and training; techniques used to conduct investigations and inquiries. **Ability to:** train and supervise security personnel; communicate orally and in writing to prepare and review reports; ensure subordinate security officers are properly trained in accordance with applicable federal and State regulations, policies and procedures; organize and coordinate the work of others; *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 Military Security Officer IV.)*

#### MILITARY SECURITY OFFICER II

**EDUCATION and EXPERIENCE:** Graduation from high school or equivalent education and three years of experience in the security field which included experience in serving as a team leader and security response leader; **OR** completion of a civilian or military law enforcement academy or certification as an industrial security specialist and two years of experience as described above; **OR** one year of experience as a Military Security Officer I 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):

**Working knowledge of:** appropriate use and care of specialized security equipment sufficient to train security personnel in their use; regulations and laws pertaining to the protection of federal property and personnel at facilities controlled by the Nevada National Guard; the National Guard Security Force Standard Operating Procedures manual. **General knowledge of:** rules of military engagement; military terminology. **Ability to:** work effectively with members of the Nevada National Guard, State and federal officials, employees, and the general public; apply specialized security/protection techniques, methods, and procedures including during military equipment displays and during military officials' conventions; provide on-the-job training to security officers in accordance with military security operating procedures; escort vehicles that transport National Guard weapons ammunitions; enforce parking rules within military facilities; *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 required for Military Security Officer III.)*



<b>MILITARY SECURITY OFFICER V</b>	<b>39</b>	<b>D</b>	<b>11.239</b>
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### MINIMUM QUALIFICATIONS (cont'd)

#### MILITARY SECURITY OFFICER I

**EDUCATION and EXPERIENCE:** Graduation from high school or equivalent education and two years of experience in the security field which included patrolling facilities, observing and detecting intruders, and responding to emergencies; **OR** completion of a civilian or military law enforcement academy or certification as an industrial security specialist and one year of experience as described above. (*See Special Requirements and Informational Notes*)

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

**Working knowledge of:** appropriate use and care of specialized security equipment needed to perform security duties; entry control procedures; fire protection, safety and security methods and procedures; first aid and emergency medical treatment techniques; English grammar, spelling and punctuation sufficient to write incident and accident reports. **Ability to:** operate sophisticated surveillance equipment and intrusion detection systems; prepare reports regarding incidents and accidents; read, understand, apply and enforce regulations, policies and procedures; interact with people of various backgrounds; apprehend and detain intruders and offenders; monitor and authorize entrance and departure of employees, visitors and other persons to guard against theft and maintain security of premises; patrol assigned premises to prevent and detect intrusion and ensure security of doors, windows, and gates;

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

analyze problems and situations and take prompt effective action; observe and record events accurately and take appropriate action based on established policies and procedures; exercise sound judgment in dealing with unanticipated problems and situations; maintain cooperative working relationships with federal, State and local government personnel; communicate effectively both orally and in writing; operate computer equipment.

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

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Military Security Officer II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>11.239</u>	<u>11.240</u>	<u>11.241</u>	<u>11.242</u>	<u>11.243</u>
ESTABLISHED:	3/17/06UC	3/17/06UC	3/17/06UC	3/17/06UC	3/17/06UC
REVISED:	1/30/09UC				



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CANCER REGISTRAR</b>	<b>29</b>	<b>E</b>	<b>10.227</b>

Under general supervision, Cancer Registrars maintain the statewide Cancer Registry, ensuring the accurate and uniform maintenance of cancer data; perform data quality assurance checks to verify data completeness, accuracy, and avoid duplication; and work with participating organizations to ensure the timely and accurate reporting of cancer information as required by State and federal law.

Integrate data from reporting healthcare facilities, abstractors and other sources into a centralized database; transcribe abstracted information into numerical codes; apply edit checks and correct data as required; identify additional primary sites; request physician updates; consult hospital re-admittance records; and review vital statistics for death certificate issuance to identify and report on cancer cases.

Perform quality assurance checks on abstracted medical data; request medical charts for re-abstractation and perform audits; compare data collected from medical charts to data previously reported; evaluate the extent of data discrepancies and prioritize the need for corrective action; research and correct data as necessary.

Assess the timely reporting of required cancer cases by participating facilities; estimate caseload and calculate percentage reporting which occurs within established time frames.

Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- \* ***If not currently certified***, incumbents must obtain [~~and maintain~~] certification as a Certified Tumor Registrar (CTR) issued by the National Cancer Registrars Association (NCRA) within two years of appointment [~~, and as a condition of continuing employment~~]. ***Eligibility to sit for the CTR certification requires that an individual possess an Associate’s degree in an allied health field. Certification must be maintained as a condition of continuing employment.***

**EDUCATION AND EXPERIENCE:** *Current certification as a Certified Tumor Registrar; OR completion of 45 semester credits in an allied health field which included three credits in anatomy and physiology and five credits in medical terminology, and two years of experience in a medical records department of an inpatient acute care hospital processing medical charts which includes assembling, coding, and analysis of medical records [~~and three post-secondary semester credit hours which included anatomy and physiology and five post-secondary semester credit hours of medical terminology;~~ OR three years of experience as a medical records abstractor]; OR an equivalent combination of education and experience. (See Informational Notes)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):  
**Working knowledge of:** human anatomy, histology, and physiology and effects of cancer on the human body; medical records system procedures and processes; medical terminology; cancer treatment modalities including therapies and surgical procedures. **General knowledge of:** normal and abnormal laboratory values related to the diagnosis and treatment of cancer; computer systems data entry and database management. **Ability to:** gather, edit and evaluate data which may be conflicting and/or incomplete; read and interpret medical records to obtain information concerning the treatment, remission or progression of cancer; communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS (cont'd)**

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

**Working knowledge of:** ICD-O and North American Association of Central Cancer Registries (NAACCR) coding standards for computer entry; statistical compilation, reporting and interpretation; NRS Chapter 457, Center for Disease Control (CDC), and NAACCR standards governing cancer reporting and cancer registry requirements. **Ability to:** prepare graphs, and statistical and narrative reports of a technical nature; interpret coded computer reports.

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.

10.227

ESTABLISHED:	8/15/80R 12/12/80PAC
REVISED:	12/19/85-12
REVISED:	7/1/89P 8/19/88PC
REVISED:	7/1/99P 10/2/98PC
REVISED:	7/5/02UC
REVISED:	1/30/09UC