



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

**MEMO PERD #10/11**  
**March 30, 2011**

**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, reading "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 April 28, 2011.

If no written objections are received in this office by April 28, 2011, 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: **04-11**  
Posting Expires: **April 28, 2011**

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/EE0-4	CODE	TITLE	GRADE/EE0-4
10.310	Chief of Nursing Services	47* A	10.310	Chief of Nursing Services	47* A
10.300	Director of Nursing Services II	45* A	10.300	Director of Nursing Services II	45* A
10.301	Director of Nursing Services I	44* A	10.301	Director of Nursing Services I	44* A

### EXPLANATION OF CHANGE

As requested by the Veterans' Home, the Department of Personnel recommends minor revisions to the minimum qualifications of each class within the Chief of Nursing Services series.

The Veterans' Home recently conducted a recruitment for the Director of Nursing Services II and received a minimal number of applications. The Department of Personnel is proposing that licensure as a Registered Nurse in the State of Nevada be required at the time of appointment rather than at the time of application. This change would broaden the applicant pool by allowing the agency to consider out-of-state applicants.

There is no change in grade level associated with this request. The Departments of Health and Human Services and Corrections, which also utilize this series, were consulted and also support this recommendation

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CURRENT			PROPOSED		
CODE	TITLE	GRADE/EE0-4	CODE	TITLE	GRADE/EE0-4
12.520	Director, Nevada ChalleNGe	41 A		ABOLISH	
12.521	Deputy Director, Nevada ChalleNGe	39 B		ABOLISH	

### EXPLANATION OF CHANGE

At the request of the Office of the Military, the Department of Personnel recommends the abolishment of the Nevada ChalleNGe management classes. Due to the current fiscal situation within the State there is no funding available for the Nevada ChalleNGe Program, and there are no incumbents in these classes. At such time as funding becomes available, the classes can be re-instated.

Management at the Office of the Military 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) 684-0151.

**Objections to the proposed change(s) must be received in writing by April 28, 2011.** 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: March 30, 2011**

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## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CHIEF OF NURSING SERVICES</b>	<b>47*</b>	<b>A</b>	<b>10.310</b>
<b>DIRECTOR OF NURSING SERVICES II</b>	<b>45*</b>	<b>A</b>	<b>10.300</b>
<b>DIRECTOR OF NURSING SERVICES I</b>	<b>44*</b>	<b>A</b>	<b>10.301</b>

### SERIES CONCEPT

Under administrative supervision, incumbents oversee and direct the 24-hour, full-time nursing services for psychiatric, mentally retarded or correctional patients in facilities providing inpatient, residential, or a combination of inpatient or residential and outpatient services; perform administrative duties related to the management of direct nursing care; or oversee and direct the Community Medication Clinic program of Southern Nevada Adult Mental Health Services.

Provide a practice environment which promotes effective and efficient quality patient care; develop and interpret policies, procedures, objectives, standards and goals for nursing services including the interpretation and application of theoretical concepts of nursing into the delivery of nursing care; evaluate service delivery and resolve service delivery problems; and ensure the use of accepted nursing practices in compliance with regulatory, community, and/or accreditation standards, and the level of security required.

Participate as a member of the management team including assisting in the development of organizational policies, procedures, and goals; integrate nursing services with other functional areas in cooperation with administration and other division administrators; serve on committees and task forces to develop recommendations which further the organizational mission and assist in the coordination of services.

Prepare narrative and statistical reports for management; participate in budget preparation for areas of responsibility; monitor and control the expenditure of funds for staffing, equipment, supplies and other areas as required.

Develop and implement master staffing plans within the constraints of budget and personnel, applicable accreditation requirements, and/or regulatory requirements; determine appropriate staffing levels to provide for the changing medical needs of the population served.

***Function as the Health Care Administrator for the institution to which assigned; plan, organize, direct, coordinate and supervise the delivery of health care to include non-clinical supervision and oversight of providers including scheduling, attendance and compliance with applicable regulations.***

Supervise nursing staff including selection, assignment of duties, performance evaluation, counseling, discipline, and termination; provide development and training opportunities to nursing and allied staff to ensure the safety, health and well being of all personnel and patients in the therapeutic environment; monitor the licensure of registered nurses and licensed practical nurses; and supervise allied staff as assigned.

Ensure the safe and secure storage and administration of medications, narcotics, and related supplies including overseeing the inventory and reporting discrepancies as required.

Rotate on-call duties with other health care management and oversee the provision of services at multiple locations as assigned.

Perform related duties as assigned.

**\* Reflects special salary adjustments of 4 grades granted by the Legislature to improve recruitment and retention.**

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<b>DIRECTOR OF NURSING SERVICES II</b>	<b>45</b>	<b>A</b>	<b>10.300</b>
<b>DIRECTOR OF NURSING SERVICES I</b>	<b>44</b>	<b>A</b>	<b>10.301</b>

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## CLASS CONCEPTS

**Chief of Nursing Services:** Incumbents administer and direct the organized nursing services of multiple prison facilities within a geographic region, one of which may include a large infirmary where inmates with acute conditions are treated; supervise Directors of Nursing Services including overseeing the nursing practice of each correctional facility within the designated region; participate in the development of long-range goals and strategic plans for nursing services throughout the State; serve on committees and work groups to develop and enhance health services provided to inmates; serve as an expert witness regarding issues related to care provided by nurses in a correctional setting; serve as a liaison to community groups and health care specialists.

**Director of Nursing Services II:** Incumbents oversee and direct the nursing services at either:

- 1) A psychiatric hospital which provides crisis intervention and inpatient mental health services where patients typically receive care until they are stabilized and no longer pose a threat to themselves or others; or
- 2) A large infirmary which provides medical treatment for inmates with acute and chronic conditions and clinic settings specializing in general medical and preventive health care operated by the Department of Corrections. Services are provided to a large inmate population, including receiving and treating inmates with more difficult or serious health conditions who are transferred from other prisons within the State.

Director of Nursing Services II is distinguished from the lower level in the series by responsibility for administration of nursing services provided in a hospital setting; the scope and complexity of illnesses treated; the diversity and volume of patients served; and increased accountability for the nursing practice of a large number of professional staff reporting to subordinate supervisors.

**Director of Nursing Services I:** Incumbents oversee, direct and participate in nursing service delivery at either:

- 1) A facility which provides services to residential and community placed individuals with mental retardation. Nursing services are provided on a long-term basis to a stable population, some of whom have significant health conditions and problems. These facilities operate on a behavioral model rather than a medical model; or
- 2) A prison facility which typically provides nursing services through a clinic but may maintain a small infirmary for inmates who need extended nursing services but do not require a higher level of care. Outpatient nursing services are provided to camps within the region; or
- 3) A prison facility which provides psychiatric inpatient, extended care and outpatient nursing care. Outpatient psychiatric nursing services are provided to correctional camps and prisons located within the region; or
- 4) Multiple medication clinics located in a metropolitan area serving a large adult population including providing administrative supervision to Psychiatrists, and both technical and administrative supervision to nursing and support staff.

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CHIEF OF NURSING SERVICES	47	A	10.310
DIRECTOR OF NURSING SERVICES II	45	A	10.300
DIRECTOR OF NURSING SERVICES I	44	A	10.301

## MINIMUM QUALIFICATIONS

### SPECIAL REQUIREMENTS:

- \* Pursuant to NRS 284.4066, some positions have been identified as affecting public safety. Persons offered employment must submit to a pre-employment screening for controlled substances.
- \* Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.
- \* Some positions require CPR certification at time of appointment and as a condition of continuing employment.
- \* ***Licensure as a Registered Nurse in the State of Nevada is required at the time of appointment and as a condition of continuing employment.***

### INFORMATIONAL NOTES:

- \* A Bachelor's degree in nursing is equivalent to a diploma or associate's degree in nursing and one year of experience.
- \* Probationary employees working for the Department of Corrections must successfully complete 40 hours of "pre-service" training provided by the department.

### CHIEF OF NURSING SERVICES

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse [~~in the State of Nevada~~] and six years of **professional** nursing experience in an institutional or hospital setting, three years of which included developing policies and procedures, facility staffing plans and budgets, and working with administration as a member of the management team; **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:** nursing administration principles and practices. **Working knowledge of:** current inpatient psychiatric and medical/surgical nursing practices, principles, methods and techniques as applied to administering large-scale health service programs. **General knowledge of:** correctional nursing practices, principles, methods and techniques as applied to administering health service programs; custody procedures related to supervising health service programs; the mission of the Department of Corrections and the Medical Division relative to other divisions. **Ability to:** develop and monitor broad policies and specific procedures related to providing optimum patient care within the custody requirements of correctional facilities; plan, organize and manage nursing services at multiple locations in a major geographic region of the State; project nursing care needs through strategic planning and long-range goal setting; effectively delegate nursing managerial and operational duties to nursing directors assigned to correctional facilities in a major geographical area of the State; act as liaison between health services, central administration and custody staff to ensure smooth functioning and delivery of services; *and all knowledge, skills and abilities required at the lower levels.*

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

**Working knowledge of:** correctional nursing practices, principles, methods and techniques as applied to administering health service programs; custody procedures related to supervising health service programs; the mission of the Department of Corrections and the position of the Medical Division relative to other divisions; administrative regulations and directives impacting the delivery of medical and mental health care services to prison inmates. **Ability to:** assist the Medical Director in the planning, development, implementation, administration and evaluation of operating policies, procedures and administrative regulations for health services which are consistent with administrative and custody procedures; provide staff training with particular attention to security considerations, elements of compromise, priority setting, professionalism, hostage behavior and trauma management.

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DIRECTOR OF NURSING SERVICES II	45	A	10.300
DIRECTOR OF NURSING SERVICES I	44	A	10.301

## MINIMUM QUALIFICATIONS (cont'd)

### DIRECTOR OF NURSING SERVICES II

**EDUCATION AND EXPERIENCE:** Current license to practice as a Registered Nurse [~~in the State of Nevada~~] and five years of **professional** nursing experience in a correctional facility, medical/surgical hospital or infirmary, inpatient psychiatric hospital, or other related hospital nursing experience, two years of which included nursing supervisory experience and one year of nursing management experience with responsibility for developing policies, procedures, and facility staffing plans, participation in budget development, and supervision of subordinate nursing staff; **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:** ward scheduling and staffing, case-mix management, resource management techniques, and acuity systems. **Working knowledge of:** nursing administration in an institutional setting; Joint Commission on Accreditation of Healthcare Organizations and Health Care Finance Administration accreditation standards; custody and classification procedures as applied to a prison setting. **Ability to:** apply and implement the Nurse Practice Act in varied and complex health care delivery situations; manage a comprehensive nursing care program required at a 24-hour, 7-day a week hospital including effectively delegating tasks and assignments to lower level supervisors, and overseeing the nurse practice of all nurses in the hospital; develop and promote positive public relations and image for the facility; *and all knowledge, skills and abilities required at the lower level.*

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

**Working knowledge of:** medical and legal issues impacting nursing and mental health care in an institutional setting; State and community resources used to recruit qualified nursing staff. **Ability to:** plan, organize and coordinate health services for patients with serious acute and chronic illnesses; analyze staffing patterns to make optimum use of nursing/direct care personnel in a hospital setting.

### DIRECTOR OF NURSING SERVICES I

**EDUCATION AND EXPERIENCE:** Current license to practice as a Registered Nurse [~~in the State of Nevada~~] and four years of professional nursing experience in a correctional, medical/surgical, inpatient psychiatric, or residential setting, including two years of experience as a nursing supervisor with responsibility for overseeing the work of professional nursing staff, developing staffing plans, and participating in the development of policies, procedures and budgets; **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:** documentation requirements and procedures applicable to the facility. **Working knowledge of:** the Nevada State Nurse Practice Act; supervisory principles, practices and procedures; current nursing principles, practices, methods and procedures; specialized practices involved in the care of medically ill, mentally ill, and/or mentally retarded patients; uses and effects of medication and narcotics used in medical and/or mental health care; State and federal pharmacy laws and regulations regarding control of medications and narcotics; crisis management/emergency care as related to nursing care; applicable laws regarding patient confidentiality, patient rights, public health, workplace safety, and sanitation; quality improvement concepts and practice. **Ability to:** schedule staff and monitor the use of overtime to maximize efficiency and administer effective nursing care within established budget allocations; review performance evaluations, disciplinary actions and terminations to ensure fair and consistent application of established policies and regulations; work closely with the Medical Director and/or Chief of Nursing Services to coordinate nursing care with other medical/psychological services; identify nursing services needs, evaluate delivery of care, and propose sound solutions to service delivery problems; develop and implement nursing policies and procedures and provide leadership and direction to subordinate staff; develop and maintain budgets, records, charts, plans, reports, and statistics related to nursing services; apply

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<b>DIRECTOR OF NURSING SERVICES II</b>	<b>45</b>	<b>A</b>	<b>10.300</b>
<b>DIRECTOR OF NURSING SERVICES I</b>	<b>44</b>	<b>A</b>	<b>10.301</b>

### MINIMUM QUALIFICATIONS (cont'd)

#### **DIRECTOR OF NURSING SERVICES I** (cont'd)

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

nursing theory and techniques to complex patient care problems; provide training opportunities for assigned personnel; work effectively with other professionals, organizational divisions, and subordinate staff; work within the security and/or custody requirements of the facility.

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

**Working knowledge of:** security and/or custody procedures; State laws and agency policies and procedures applicable to personnel management and nursing service delivery. **General knowledge of:** DSM IV (American Psychiatric Association's Diagnostic and Statistical Manual) and/or ICD IX (International Codes for Diagnoses). **Ability to:** develop, implement and refine policies, procedures and protocols related to nursing care; evaluate program goals and objectives, quality improvement plans, operating policies, procedures, and protocols within the framework of agency guidelines; justify budget requests; modify services to accommodate facility and patient needs; motivate staff to provide quality and timely services; schedule available staff to maximize coverage and effectiveness.

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>10.310</u>	<u>10.300</u>	<u>10.301</u>
ESTABLISHED:	11/17/88R 3/3/89PC	1/1/61	10/17/86
REVISED:		12/15/69	
REVISED:		1/17/72	
REVISED:		3/9/79	
REVISED:		7/13/81R 9/10/82PAC	
REVISED:		3/1/85	
REVISED:		10/17/86-3	
REVISED:		12/9/88PC	
ABOLISHED:			12/9/88
RE-ESTABLISHED			3/7/89R 9/22/89PC
REVISED:			7/1/89R
REVISED:	7/1/89LG	9/22/89PC	9/22/89PC
REVISED:	7/1/97LG	7/1/97LG	7/1/97LG
	10/2/98PC	10/2/98PC	10/2/98PC
REVISED:	7/1/03LG	7/1/03LG	7/1/03LG
REVISED:	7/1/05LG	7/1/05LG	7/1/05LG
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG
<b>REVISED:</b>	<b>4/28/11UC</b>	<b>4/28/11UC</b>	<b>4/28/11UC</b>





STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<del>[DIRECTOR, NEVADA CHALLENGE]</del>	<del>[41]</del>	<del>[A]</del>	<del>[12.520]</del>
<del>[DEPUTY DIRECTOR, NEVADA CHALLENGE]</del>	<del>[39]</del>	<del>[B]</del>	<del>[12.521]</del>

SERIES CONCEPT

~~[The Director, Nevada Challenge Program provides leadership and direction in the development, promotion and implementation of a federally sponsored State program for at risk youths throughout the State. Primary responsibilities include planning, organizing, coordinating and directing the care, education, counseling and training of youth in the Nevada Battle Born Challenge Academy; overseeing the development and implementation of policies, procedures goals and objectives related to the security, treatment, and education of students in a residential setting; developing and managing the facility and program budgets and preparing reports.]~~

~~[Provide guidance and general administrative direction regarding academy activities including procurement, facility management, future construction and remodeling, academic progress and student development.]~~

~~[Direct and supervise the academic staff through direct observation and review of completed work assignments and reports to ensure compliance with program policy and procedures; provide guidance and instruction on work activities and appraise individual performance to ensure the goals and objectives of the Academy and that problems are resolved in a timely manner.]~~

~~[Prepare statistical reports regarding the program and operation of the program; prepare quarterly and biennial status reports; and comply with all required federal and State reporting requirements.]~~

~~[Establish and maintain effective working relationships and lines of communication with local communities and the program; interface with the public and members of other agencies and organizations; communicate with local employers, organizations, citizen groups, and law enforcement agencies on a continuous basis to explain goals and objectives, develop awareness and gain acceptance of the program, and facilitate recruitment of students and mentors.]~~

~~[Establish the training needs of assigned staff through the review of performance evaluations and the impact of policy or procedural changes; coordinate training and conduct follow-up reviews to determine effectiveness of the program.]~~

~~[Plan and develop the facility's budget, internal policy and procedure and the implementation of State and federal legislation involving operations and programs that provide for employment, recreation, education, and health and safety needs of at-risk youth.]~~

~~[Review all facility incident reports and the appropriateness of actions taken by staff based upon established policy and procedures; ensure that sufficient documentation is provided to accurately assess the situation, and evaluate for consistency.]~~

~~[Provide general supervision to Academy cadre and students.]~~

~~[Perform related duties as assigned.]~~

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## CLASS CONCEPTS

~~[Director, Nevada Challenge: Under administrative direction, the Director plans, organizes and directs the Nevada Battle Born Challenge Academy, staff and facilities. The incumbent performs the full range of duties described in the series concept and has full administrative and management responsibility for the program.]~~

~~[Deputy Director, Nevada Challenge: Under general supervision of the Director, Nevada Challenge Program, the incumbent participates in the administration of the program. The Deputy Director coordinates, directs and reviews the work of program staff; provides training to staff; participates in the development of the annual work plan and budget; participates in developing and reviewing policy and procedures; and performs the duties of the Director as directed or in the absence of the Director.]~~

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## MINIMUM QUALIFICATIONS

### ~~[DIRECTOR, NEVADA CHALLENGE PROGRAM]~~

~~[EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with coursework in psychology, social work, counseling and guidance, business, education, or related field and five years of experience in an educational setting or youth development organization, two years of which were in a supervisory capacity; **OR** one year experience as Deputy Director Nevada, Challenge in Nevada State service; **OR** an equivalent combination of education and experience, which included at least two years of supervisory experience in an educational setting for youth.]~~

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

~~**Detailed knowledge of:** causes and factors related to youth not completing high school; principles and practices of traditional and vocational education; principles and practices of physical and mental hygiene and psychology; fundamental requirements of a physical education program; budget processes; administration and reporting requirements for federal programs. **General knowledge of:** military organizations, discipline and regulations. **Ability to:** plan, direct and coordinate the work of others; establish and maintain cooperative relationships with the general public, business and organizations to develop community awareness and promote program support; perform routine statistical computations to provide information to State and federal agencies upon request; motivate others and stimulate people to effective action; mediate between contending parties or groups; establish and maintain cooperative working relationships with superiors, subordinates and outside agencies; analyze information, problems, situations, practices or procedures to define problems or objectives; identify relevant concerns, factors, patterns, tendencies and relationships and formulate logical and objective conclusions; recognize alternatives and possible implications; *and all knowledge, skills and abilities required at the lower level.*]~~

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

~~**Detailed knowledge of:** operation of a residential, educational State facility for youths; State and federal requirements for affirmative action and equal employment opportunity laws and regulations applicable to agencies and institutions sufficient to analyze proposed personnel policies and procedures; vocational guidance and educational methods related to working with youths; budgeting and fiscal management; inventory methods and controls; traditional and vocational programs and/or available employment opportunities for training students; State contracting practices; State and federal procurement processes. **Ability to:** manage programs and operations effectively and efficiently.]~~

MINIMUM QUALIFICATIONS (cont'd)

~~[DEPUTY DIRECTOR, NEVADA CHALLENGE]~~

~~[EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with coursework in psychology, social work, counseling and guidance, business, education, or related field and four years experience in an educational setting or youth development organization; **OR** an equivalent combination of education and experience in an educational setting for youth.]~~

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

~~**Working knowledge of:** causes and factors related to youth of not completing high school; principles and practices of traditional and vocational education; principles and practices of physical and mental hygiene and psychology; fundamental requirements of a physical education program. **General knowledge of:** State and federal requirements for affirmative action and equal employment opportunity laws and regulations sufficient to analyze proposed personnel policies and procedures; military organizations, discipline and regulations. **Ability to:** plan, direct and coordinate the work of others; perform routine statistical computations; motivate and direct the efforts of staff; establish and maintain cooperative working relationships.]~~

~~[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 Director, Nevada Challenge Program.)]~~

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

12.520                      12.521

ESTABLISHED:              3/7/08UC              3/7/08UC