



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#03-15

January 06, 2015

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

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Peter Long at plong@admin.nv.gov no later than February 06, 2015.

If no written objections are received in this office by February 06, 2015, 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: **Posting #11-15**
Posting Expires: **February 06, 2015**

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

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
5.225	Correctional Vocational Trainer	32 B	5.225	<i>Correctional Vocational Trainer</i>	32 B

Basis for Recommendation

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for Correctional Vocational Trainer. In consultation with Subject Matter Experts from Nevada Department of Corrections and a recruitment expert from the Department of Human Resource Management, it is recommended that the concept of the class be revised to update duty statements. Additionally, it was felt that by revising the experience required, the applicant pool would be increased without decreasing the quality of an applicant. The knowledge, skills and abilities were also revised to reflect the type of relevant experience required to perform the duties of the class.

Throughout this process, management and staff within the division participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation.

Under general direction, Correctional Vocational Trainers instruct inmates in a discipline or field and direct the production of goods or services. Incumbents instruct inmates in a discipline or field by providing both written instruction and practical training in order to teach vocational skills and processes, use of equipment, appropriate health and safety measures and work ethics and attitudes. They instruct or tailor coursework and practical work to inmates meeting the facilities criteria for the training; and oversee inmates in the assigned area to determine if there are enough personnel to accomplish assigned tasks, participate in selecting replacements as needed, and ensure their safety and accountability at all times. Additionally, they oversee the area of the prison assigned to ensure that the purpose/function of the area is provided.

Note: Changes, additions and/or deletions on the class specification are noted in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. 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) 684-0130.

Objections to the proposed change(s) must be received in writing by February 06, 2015. Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: January 06, 2015



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CORRECTIONAL VOCATIONAL TRAINER	32	B	5.225

Under general direction, instruct inmates in a discipline or field and direct the production of goods or services.

Instruct inmates in a discipline or field by providing both written instruction and practical training in order to teach vocational skills and processes, use of equipment, appropriate health and safety measures and work ethics and attitudes.

Instruct or tailor coursework and practical work *to inmates meeting the facilities criteria for the training* [~~each individual's aptitude and knowledge of the subject matter through a review of the inmate's academic record and background and discussion with the inmate~~]; submit reports to administrator to report on the inmate's progress on the course and on the inmate's cooperation and attitude in the assigned area; create instructional material as needed [~~to supplement~~] when prepared material is unavailable.

[~~Supervise~~] *Oversee* inmates in the [~~if~~] assigned area to determine if there are enough personnel to accomplish assigned tasks, *participate in* select~~ing~~ replacements as needed, and ensure their safety and accountability at all times.

Oversee the area of the prison assigned [~~and the functions provided~~] to ensure that the [~~service~~] *purpose/function* of the area is provided to the inmates and staff of the facility *per agency policy and procedures*; orders stock, materials, equipment and repairs in order to maintain the functions of the area.

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

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: [~~Five years~~] *One year* of journey level experience in the field to be taught; **OR** an equivalent combination of education and experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Knowledge of: safety precautions associated with field of instruction. **Ability to:** foster a learning environment that will help the inmate become proficient in the area of instruction; establish and maintain [~~meaningful~~] *instructional* relationships with persons of various social, cultural, economic, and educational backgrounds; [~~read~~] *understand* the subject matter [~~sufficiently~~] to prepare lessons and comprehend agency policy and procedure; [~~write sufficiently to~~] prepare *written evaluations and* progress reports on inmates; maintain appropriate records; use equipment specific to the field of instruction. **Skill in:** the field being taught.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Knowledge of: agency rules and regulations regarding the custody of inmates. **Ability to:** [~~supervise~~] *oversee* inmates including organizing projects to accomplish objectives; evaluating inmate effectiveness; training at different levels; and delegating responsibility to inmates as appropriate; motivate inmates; maintain order while teaching and [~~supervising~~] *overseeing* inmates; account for inmates at all times; notify the appropriate superior in the event of an incident; communicate with inmates to convey subject matter in the field and the expectations of inmates.

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>5.225</u>
ESTABLISHED:	7/1/91P
	7/6/90PC
<i>REVISED:</i>	<i>2/6/15UC</i>