



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov | Fax: (775) 684-0122

MEMORANDUM
HR#71-15

November 6, 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 December 10, 2015.

If no written objections are received in this office by December 10, 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 #18-16
Posting Expires: December 10, 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	EE0-4
10.133	Developmental Specialist IV	37	B	<i>10.133</i>	<i>Developmental Specialist IV</i>	<i>37</i>	<i>B</i>
10.140	Developmental Specialist III	35	B	<i>10.140</i>	<i>Developmental Specialist III</i>	<i>35</i>	<i>B</i>
10.147	Developmental Specialist II	33	B	<i>10.147</i>	<i>Developmental Specialist II</i>	<i>33</i>	<i>B</i>
10.149	Developmental Specialist I	31	B	<i>10.149</i>	<i>Developmental Specialist I</i>	<i>31</i>	<i>B</i>

Basis for Recommendation

At the request of the Department of Health and Human Services, Aging and Disability Services Division, Human Resource Management recommends revisions to Developmental Specialist series to reflect the change from the designation of “Qualified Mental Retardation Professional” to “Qualified Intellectual Disabilities Professional.” Additionally, the Nevada Individuals with Disabilities Education Act (IDEA) Part C office will be offering certification comparable to the existing Early Childhood Special Education issued by the Nevada Department of Education, and this is now outlined in the Special Requirements. Updates were also made to maintain consistency with formatting and language.

Developmental Specialists provide individual and group clinical, developmental and support services for individuals of all ages who have, or who may be at risk for, developmental delays, developmental disabilities, intellectual disabilities or related conditions, and social, emotional and/or behavioral disorders. Incumbents develop and implement programs and treatment and service plans, provide direct services and case management, develop financial and community resources, and provide education, information and technical assistance to family members, other agencies and service providers regarding human growth and development. Incumbents assess individuals using appropriate assessment tools to evaluate and determine eligibility for services, program planning, and individual and family needs; establish a base line and document progress in meeting objectives; develop treatment and service plans by interviewing the individual, family members, and care providers; implement treatment and service plans to support and strengthen family/care provider functioning. They also provide case management services; develop external resources required to achieve identified treatment/service objectives; identify funding sources and participate in writing grant proposals to expand services; and conduct home visits; negotiate and write contracts for housing, in-home and other services; monitor providers to ensure services are provided; monitor quality of the living environment; train care providers as necessary; review billing forms for accuracy of services provided. Additionally, they supervise lower level professional, paraprofessional and support staff, teachers, university students and volunteers as assigned.

Agencies utilizing these classifications support the changes.

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 December 10, 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: November 6, 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>
DEVELOPMENTAL SPECIALIST IV	37	B	10.133
DEVELOPMENTAL SPECIALIST III	35	B	10.140
DEVELOPMENTAL SPECIALIST II	33	B	10.147
DEVELOPMENTAL SPECIALIST I	31	B	10.149

SERIES CONCEPT

Developmental Specialists provide individual and group clinical, developmental and support services for individuals of all ages who have, or who may be at risk for, developmental delays, developmental disabilities, intellectual disabilities or related conditions, and social, emotional and/or behavioral disorders. Incumbents develop and implement programs and treatment and service plans, provide direct services and case management, develop financial and community resources, and provide education, information and technical assistance to family members, other agencies and service providers regarding human growth and development.

Developmental Specialists may be assigned to one of many specialized programs and facilities, and duties may be performed in the home, clinic, hospital, residential, outpatient, and community facilities, or similar settings. Duties performed and the population served vary. Some representative examples include:

Program for Individuals with Intellectual Disabilities: Incumbents develop, coordinate and monitor the implementation of individual's support plans to facilitate achievement of identified goals for the specific developmental and behavioral management needs of each individual served in the least restrictive environment possible. They may provide case management services, conduct training in daily living skills, recruit community service providers and contractors, and supervise the activities of supported living arrangement providers.

Early Intervention Program: Incumbents provide or oversee grant programs which provide early intervention diagnostic and treatment services for children under the age of three who exhibit developmental delays to remediate delays and facilitate development of social, motor, communication, cognition, self-help and behavioral skills. They also function as a service coordinator to assist families with accessing services and resources in a clinic and/or the community.

Early Childhood Program: Incumbents provide consultation and guidance to family specialists and collaborate with community organizations and agencies to share resources and expertise in providing training to families of infants under the age of one regarding best practices in the care of infants to encourage optimal child growth and development.

Assess individuals using appropriate assessment tools to evaluate and determine eligibility for services, program planning, and individual and family needs; establish a base line and document progress in meeting objectives.

Develop treatment and service plans by interviewing the individual, family members, and care providers; identify goals based on individual/family objectives and available resources; review client's social history, report observations and recommend changes; remediate deficits and provide intervention strategies; assist care providers in learning behavioral techniques to enhance the care provider/client relationship.

Implement treatment and service plans to support and strengthen family/care provider functioning; evaluate with the family/care provider the appropriateness of desired outcomes of the treatment/service plan and the effectiveness of the plan in meeting the client, family and care provider needs; review plan with client and family/care provider and revise as needed.

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SERIES CONCEPT (cont'd)

Provide case management services; develop treatment/service plans and monitor client and family progress; identify, obtain, coordinate, monitor and evaluate resources and services to meet client and family/care provider needs; assist clients in obtaining financial assistance; coordinate treatment and services with outside agency service providers; monitor work sites, school, and community-based placements; advocate for the client to ensure goals are accomplished and prepare and submit reports to courts and other agencies.

Develop external resources required to achieve identified treatment/service objectives; coordinate and facilitate services between agency, client, family and community organizations; provide information to providers regarding agency policy, procedure, and guidelines.

Identify funding sources and participate in writing grant proposals to expand services; participate on program review teams, provide technical assistance, prepare federal and State reports, and meet with professionals in local communities to develop program awareness and partnerships.

Conduct home visits; negotiate and write contracts for housing, in-home and other services; monitor providers to ensure services are provided; monitor quality of the living environment; train care providers as necessary; review billing forms for accuracy of services provided.

Provide crisis intervention including responding to emergency calls; search for missing clients; report instances of neglect and abuse to appropriate authorities; coordinate emergency services such as respite; restrain client or utilize appropriate behavioral and environmental controls for clients who may be hostile, combative, aggressive or assaultive; follow established protocols and policy to protect clients, staff, family and others potentially at risk due to client behavior or family dynamics.

Consult with other clinicians, medical personnel, vendors, contractors, school districts, other public agencies, community organizations, employers, and professionals in the legal system to exchange information; serve as motivator and negotiator to arrange and resolve service delivery issues.

Develop training curriculum regarding early childhood development, parenting skills and developmentally appropriate activities; organize training and present information to clients and family/care providers regarding methods to achieve developmental objectives in the treatment/service plan.

Develop and implement activities and therapeutic techniques; provide feedback, monitor treatment plans, and document client progress; function as primary or co-therapist in group therapy sessions and other treatment groups offered by the agency; assist family/care providers in learning behavioral techniques; guide care provider participation in treatment/service programs and meet with families/care providers to discuss client progress.

Prepare a variety of written reports related to the evaluation of clients and therapeutic services provided; document case notes in client files; provide information to treatment/service team members, other professionals, family members, care providers, and administrators regarding current evaluations and client progress; prepare and submit forms and documentation for billing purposes as required.

Supervise lower level professional, paraprofessional and support staff, teachers, university students and volunteers as assigned.

Perform related duties as assigned.

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CLASS CONCEPTS

Developmental Specialist IV: Under administrative supervision, incumbents supervise and direct the activities of lower level Developmental Specialists and other related professional, paraprofessional and support staff to implement program activities and ensure compliance with relevant policies and procedures in assigned program areas; ensure programs meet applicable licensing standards; prepare budget recommendations; and perform duties described in the series concept as required.

Developmental Specialist III: Under direction, incumbents perform a broad range of duties described in the series concept and may assist in program planning by developing goals and objectives, conducting needs assessments, and collecting and reporting information about the program. This is the journey level in the series.

Developmental Specialist II: Under general supervision, incumbents continue to receive training and gain experience in performing the duties described in the series concept.

Developmental Specialist I: Under immediate supervision, incumbents function in a trainee capacity and learn to perform duties described in the series concept.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions must obtain an endorsement in Early Childhood Special Education issued by the Nevada Department of Education *or a comparable certification issued by the Nevada Individuals with Disabilities Education Act (IDEA) Part C office* within three years of appointment to this series or a comparable certification. (This license requirement applies only to those positions directly involved with children from birth to eight years of age with developmental delays.)
- * Some positions must meet federal guidelines for Qualified ~~[Mental Retardation]~~ *Intellectual Disabilities* Professional designation at the time of appointment.
- * Some positions require work on evenings, weekends, and/or holidays.
- * Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.

DEVELOPMENTAL SPECIALIST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in early childhood, special education, human growth and development, psychology, counseling, social work or closely related field and three years of professional experience providing developmental, special education, intervention or treatment-oriented services for individuals who have or may be at risk for developmental delays, developmental disabilities, intellectual disabilities or related conditions; **OR one year of experience as a Developmental Specialist III in Nevada State service; OR** an equivalent combination of education **at or above [the] a** bachelor's degree **[level]** and experience as described above **[-OR one year of experience as a Developmental Specialist III in Nevada State service].** (See Special Requirements)

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

Working knowledge of: service delivery systems for individuals with mental illness, intellectual disabilities or developmental delays; philosophy and policies at State and national levels regarding client services; fiscal and program accountability; approaches to treating individuals with mental illness, intellectual disabilities, developmental delays, and emotional and other related disabilities; program planning, development and evaluation; *agency, divisional and State policies and procedures as related to client care; adaptive/daily living skills applicable to family-centered settings.* **General knowledge of:**

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MINIMUM QUALIFICATIONS (cont'd)

DEVELOPMENTAL SPECIALIST IV (cont'd)

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

principles of training and supervision; data collection techniques; and administration of projects and/or grants; *psychological, intelligence and achievement tests*. **Ability to:** conduct needs assessments; develop resources for assigned functions and activities; develop program goals and objectives; prepare and present verbal and written reports and presentations to the public, other State agencies, and co-workers; recruit, train and supervise staff; delegate and assign work to subordinates; *make sound clinical decisions in unusual and crisis situations; modify and/or adapt intervention procedures to meet the needs of clients, families, and/or care providers; develop, organize and conduct training for consumers and the public; manage a caseload of individuals with significant mental, developmental, emotional and psychological problems or related disorders; modify and/or adapt clinical intervention procedures to meet specific identified needs of clients and families; observe and detect signs of psychological disorders or developmental disabilities; organize resources to meet the needs of clients and families with multiple problems; make oral presentations concerning treatment plans, goals and results; 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: principles and practices of supervision; State personnel policies and procedures; program management techniques; budgetary processes and procedures; grant requirements and development. **Ability to:** develop program specific policies and procedures related to client care; evaluate program quality, outcomes and cost effectiveness; write grant applications and related documents and reports.

DEVELOPMENTAL SPECIALIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in early childhood, special education, human growth and development, psychology, counseling, social work or a closely related field and two years of professional experience providing developmental, special education, intervention or treatment-oriented services for individuals who have or may be at risk for developmental delays, developmental disabilities, intellectual disabilities or related conditions; *OR one year of experience as a Developmental Specialist II in Nevada State service; OR an equivalent combination of education at or above [the] a bachelor's degree [level] and experience as described above [~~OR one year of experience as a Developmental Specialist II in Nevada State service~~]. (See Special Requirements)*

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

Working knowledge of: case management practices and procedures; symptoms, characteristics and treatment of clients with mental illness, intellectual disabilities, emotional and behavioral disorders, or developmental delays; family functioning and dynamics; Individuals with Disabilities Education Act; Americans with Disabilities Act; assessing, developing and implementing treatment and service plans and goals; social, agency, and community resources; crisis intervention techniques; individual, marital, group and family intervention techniques; laws governing abuse and neglect of clients; ethical standards of care and treatment; writing treatment plans, psychosocial assessments, comprehensive evaluations, reports and recommendations; pre-vocational training and supported employment procedures; client rights and confidentiality of information; clinical (peer) review procedures. **General knowledge of:** psychotropic medications including desired effects, common side effects, and drug interactions; licensing regulations for various living arrangements. **Ability to:** establish rapport and appropriate relationships with clients, their families and care providers; develop and maintain effective and cooperative working relationships with co-workers, medical and health professionals, social service agency representatives and others; confer with

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colleagues, clients and others; structure intervention activities to maintain and promote individual strengths; *and all knowledge, skills and abilities required at the lower levels.*

MINIMUM QUALIFICATIONS (cont'd)

DEVELOPMENTAL SPECIALIST III (cont'd)

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

~~[Working knowledge of: agency, divisional and State policies and procedures as related to client care; adaptive/daily living skills applicable to family centered settings. General knowledge of: psychological, intelligence and achievement tests. Ability to: make sound clinical decisions in unusual and crisis situations; modify and/or adapt intervention procedures to meet the needs of clients, families, and/or care providers; develop, organize and conduct training for consumers and the public; manage a caseload of individuals with significant mental, developmental, emotional and psychological problems or related disorders; modify and/or adapt clinical intervention procedures to meet specific identified needs of clients and families; observe and detect signs of psychological disorders or developmental disabilities; organize resources to meet the needs of clients and families with multiple problems; make oral presentations concerning treatment plans, goals and results.] (These are identical to Entry Level Knowledge, Skills and Abilities required for Developmental Specialist IV.)~~

DEVELOPMENTAL SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in early childhood, special education, human growth and development, psychology, counseling, social work or a closely related field and one year of professional experience providing developmental, special education, intervention or treatment-oriented services for individuals who have or may be at risk for developmental delays, developmental disabilities, intellectual disabilities or related conditions; **OR one year of experience as a Developmental Specialist I in Nevada State service;** **OR** an equivalent combination of education **at or above [the] a bachelor's degree [level] and experience as described above [;** ~~**OR one year of experience as a Developmental Specialist I in Nevada State service.**~~ (See *Special Requirements*)

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

Working knowledge of: human growth and development; behavior management techniques. **General knowledge of:** Individuals with Disabilities Education Act; Americans with Disabilities Act; laws governing abuse and neglect of clients; client rights and confidentiality of information; specific developmental skills such as fine and gross motor, social skills, communication, cognition and self-help; case management practices and procedures; treatment team dynamics; interrelationships between the characteristics, disabilities, strengths, and special needs of the client; elements of the environment which may support or impede development and learning; crisis intervention techniques; symptoms, characteristics and treatment of clients with mental illness, intellectual disabilities, emotional and behavioral disorders, or developmental delays; family functioning and dynamics; medical issues related to disabilities; individual, marital, group and family counseling techniques; psychotropic medications including desired effects, common side effects, and drug interactions; family dynamics and cultural awareness applicable to interpersonal relationships and social interaction; community systems including schools, Social Security, courts, Medicaid, employers and others, and their impact on the client and family; communicating with colleagues, clients and others. **Ability to:** analyze and interpret functioning level of clients; recommend therapeutic/developmental intervention strategies to improve functioning; enable families to enhance their abilities and competencies to meet the needs of the family; function as a service coordinator in assisting clients and families with accessing services and resources in the community.

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

*(These are identical to Entry Level Knowledge, Skills and Abilities **required** for Developmental Specialist III.)*

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MINIMUM QUALIFICATIONS (cont'd)

DEVELOPMENTAL SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in early childhood special education, human growth and development, psychology, counseling, social work or closely related field and one year of paraprofessional experience providing developmental, special education, or intervention or treatment-oriented services for individuals who have or may be at risk for developmental delays, developmental disabilities, intellectual disabilities, or related conditions; **OR** an equivalent combination of education *at or* above ~~[the]~~ *a* bachelor's degree ~~[level]~~ and experience as described above. (*See Special Requirements*)

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

General knowledge of: human growth and development; behavior management techniques; specific developmental skills such as fine and gross motor, social skills, communication, cognition and self-help; issues of daily living as applied to individual and family centered environments. **Ability to:** work cooperatively and effectively with the public, service providers, and co-workers; maintain case files and records; communicate effectively both orally and in writing; apply knowledge of developmental delays and human development to intervention or treatment programs; structure developmental activities to remediate deficits and maintain individual strengths; make physical, mental and behavioral assessments and accurately record information; prepare treatment/service plans and provide services for a case load of clients; evaluate and reassess the functioning level of the client; provide instruction and direction to clients and others in group or individual settings; defuse aggressive and maladaptive behaviors of clients; complete billing forms and documentation related to services provided.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to Entry Level Knowledge, Skills and Abilities **required** for Developmental Specialist 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.

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ESTABLISHED:	7/5/89R 12/14/89PC	10/15/76	7/23/56	8/11/95UC
REVISED:		2/22/77	6/1/63	
REVISED:			12/12/74	
REVISED:			10/15/76	
REVISED:			2/22/77	
REVISED:		7/1/89P	7/1/89P	
		8/19/88PC	8/19/88PC	
REVISED:		9/1/89R	9/1/89R	
		12/14/89PC	12/14/89PC	
REVISED:	8/11/95UC	8/11/95UC	8/11/95UC	
REVISED:	7/1/99P	7/1/99P	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC	10/2/98PC	10/2/98PC

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DEVELOPMENTAL SPECIALIST III				35	B	10.140
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REVISED:	1/16/13UC	1/16/13UC	1/16/13UC	1/16/13UC
REVISED:	12/10/15UC	12/10/15UC	12/10/15UC	12/10/15UC