



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

MEMORANDUM
HR#07-17

February 7, 2017

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
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 Cassie Moir at cmoir@admin.nv.gov no later than March 8, 2017.

If no written objections are received in this office by March 8, 2017, 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 #18-17
Posting Expires: March 8, 2017

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
12.402	Rehabilitation Chief II	41	A	<i>12.402</i>	<i>Rehabilitation Chief II</i>	<i>41</i>	<i>A</i>
12.404	Rehabilitation Chief I	40	A	<i>12.404</i>	<i>Rehabilitation Chief I</i>	<i>40</i>	<i>A</i>

Basis for Recommendation

At the request of the Nevada Department of Employment, Training and Rehabilitation (DETR), the Division of Human Resource Management has conducted a review of the Rehabilitation Chief series. Analysts within the Division of Human Resource Management worked with subject matter experts and agency human resources personnel from DETR and as a result of this review, it is recommended that changes to the class concepts and minimum qualifications of both levels in the series be revised.

The class concepts were amended to clarify responsibilities at each level and to increase promotional opportunities for employees from within the division, as well as, into the Division. The revised verbiage will allow for both levels in the series to be applicable to either the Bureau of Vocational Rehabilitation or the Bureau of Disability Adjudication.

The minimum qualifications at both levels were amended to expand the fields of study in order to attract a more diverse pool of applicants. In addition, the requirement of “proof of eligibility to sit for the Rehabilitation Counselor Certification exam from the Commission on Rehabilitation Counselor Certification” was removed from the Rehabilitation Chief II as a result of a change to the Workforce Innovation and Opportunity Act (WIOA) of 2014, Title IV, Subtitle B, Section 412. The amendment to the WIOA changed the minimum education requirement for Vocational Rehabilitation (VR) personnel to a Bachelor’s degree thus eliminating Rehabilitation Counselor Certification, which requires a Master’s degree. These changes will allow for greater flexibility in the recruitment process and a greatly expanded applicant pool.

Also, at each level in the series, minor revisions were made to the minimum qualifications, education, and experience sections to maintain consistency with verbiage and formatting structure.

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended 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 March 8, 2017. Objections should be addressed to Cassie Moir, 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: February 7, 2017



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>
REHABILITATION CHIEF II	41	A	12.402
REHABILITATION CHIEF I	40	A	12.404

SERIES CONCEPT

Rehabilitation Chiefs plan, organize, direct and administer the delivery of services within major program areas, and direct and supervise managerial, supervisory and professional staff and operations.

Establish, implement, and monitor the accomplishment of program goals and objectives to ensure programs are administered in compliance with federal and State regulations and in accordance with the division mission; evaluate organizational performance in meeting program and operational objectives and performance measures; assess program processes, funding, resource allocations, dynamics and organizational structure; develop strategies for innovative use of resources; utilize management reports to review progress in achieving goals and objectives and take corrective action when projection indices for successful outcomes indicate deficiencies in case management; review and interpret federal and State regulations governing assigned program areas.

Analyze demographic trends, statistical data, and assess the needs of the population; consult with advisory councils *and federal partners* regarding priority areas; consult with the administrator regarding department and division goals and objectives; determine the availability of resources; establish meaningful and attainable goals and objectives and a strategic plan; plan staff activities through conferences and discussions; monitor staff activities to determine progress towards meeting goals and objectives, assess the quality and effectiveness of completed projects and assignments, and plan for future needs.

Develop operating and program budgets and monitor approved budgets; develop objectives, rationale, and costs for new or expanded programs, addition of personnel, and purchase of equipment; provide recommendations for incorporation into the division or federal agency budget; authorize spending plans and monitor and authorize expenditures.

Serve as a liaison with a variety of groups and individuals including advisory councils, consumer groups, community organizations, representatives of business and industry, agency administrators and managers, State and federal government officials, and local and national professional groups; solicit public participation in service planning; promote program goals and objectives; provide assistance with program development; coordinate program development and implementation with other agencies and programs; negotiate solutions to problems and mediate complaints; maintain current knowledge of the profession and issues and trends related to assigned program areas.

Develop or direct staff to develop State plans, policies, and procedures related to assigned program areas by reviewing and interpreting federal and State laws and regulations; recommend and draft proposed changes in legislation and regulations.

Supervise managers, supervisors and professional personnel to accomplish goals and objectives; may provide administrative supervision to medical and mental health professionals as related to program operations; interview applicants and select personnel; delegate authority and responsibility to staff; ensure appropriate training is provided; develop work performance standards and conduct performance evaluations; provide counseling, guidance, motivation and disciplinary action.

Perform related duties as assigned.

CLASS CONCEPTS

Rehabilitation Chief II: Under general direction of *an administrator or* deputy administrator, incumbents direct and control the *operations and* delivery of comprehensive ~~[rehabilitation]~~ services *or benefits on a statewide basis to individuals with disabilities* ~~[disabled and blind and visually impaired clients on a statewide basis]~~ *that are seeking those services or benefits.*

Incumbents ~~[Positions]~~ at this level direct the management of *two or more* districts throughout the State with multiple metropolitan and satellite offices and supervise *Rehabilitation Chief I or* Rehabilitation Managers ~~[H²s]~~ who supervise a highly skilled and educated staff of professional Rehabilitation Supervisors and Counselors, *and/or Disability Adjudication Supervisors; review budget submission and various fiscal spending reports; serve as a liaison with federal and other partners; monitor quality and compliance; and identify alternatives or plans for improvement in resolving deviations from established goals and objectives.*

This level is distinguished from the Rehabilitation Chief I by the broader scope of responsibility, ~~[the greater complexity of services provided to a larger and]~~ more diverse population *needs, more extensive community and other partnerships, and* greater supervisory/managerial responsibility ~~[and additional education and experience]~~ required to administer *disability service* ~~[comprehensive rehabilitation]~~ programs.

Rehabilitation Chief I: Under general direction of *an administrator, deputy administrator, or Rehabilitation Chief II,* incumbents *direct and control* ~~[administer]~~ the operations and service delivery of *comprehensive services or benefits on a statewide basis to individuals with disabilities that are seeking those services or benefits* ~~[an organizational unit serving a targeted population such as the Bureau of Disability Adjudication that processes claims filed by citizens for Social Security Disability benefits and Supplemental Security Income].~~

Incumbents at this level supervise Rehabilitation Managers, supervisors, *and* professional staff ~~[and medical and mental health consultants]; [approve the federal]~~ *review* budget submission and *various fiscal spending reports; serve as a liaison with federal and other partners;* ~~[quarterly spending plan; serve as a liaison with Social Security Administration officials and administrators;]~~ monitor ~~[the production of disability decisions to ensure]~~ *quality and* compliance ~~[with quality, quantity and efficiency standards established by the Social Security Administration];~~ and identify alternatives *or plans for improvement* in resolving deviations from established goals and objectives.

MINIMUM QUALIFICATIONS

REHABILITATION CHIEF II

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in *public administration, business administration, vocational rehabilitation,* ~~[counseling or health,]~~ social *services,* ~~[or other related]~~ behavioral sciences, *or related field[;]* *and* three years of managerial experience which included responsibility for program planning, development and implementation, interpretation and application of regulations, budget development, ~~[and]~~ management, and managing professional personnel; OR ~~[and proof of eligibility to sit for the Rehabilitation Counselor Certification exam from the Commission on Rehabilitation Counselor Certification.]~~ *Bachelor's degree from an accredited college or university in public administration, business administration, vocational rehabilitation, social services, behavioral sciences, or related field and four years of managerial experience as described above; OR one year of experience as a Rehabilitation Chief I in Nevada State service; OR an equivalent combination of education and experience as described above.*

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

Working knowledge of: quality management; effective change management; *programmatic, budgeting* and operational aspects of related agencies ~~[at local, regional and national levels.];~~ *applicable federal and*

~~State [Social Security Administration administrative] regulations and policies [; and current social economic issues and trends related to disability programs].~~ **General knowledge of:** ~~[the principles, techniques, and~~

MINIMUM QUALIFICATIONS (cont'd)

REHABILITATION CHIEF II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
~~practices of Social Security disability adjudication;~~ **disability services programs and** medical and psychological terminology ~~[; anatomy, physiology and clinical procedures]~~ sufficient to analyze and understand the information contained in **client case files** ~~[disability claims].~~ ~~[Ability to: operate a personal computer and computer terminals as part of a major Social Security Administration computer system.]~~
Ability to: develop long range plans to achieve agency goals and federal and legislative mandates; ~~[conduct research,]~~ analyze data, draw conclusions and develop solutions and recommendations; communicate effectively in writing sufficient to prepare comprehensive reports[; **and** proposals~~[; recommendations and bill drafts]~~; design, develop and implement programs; establish program objectives and performance goals; develop criteria to evaluate effectiveness of program operations and apply corrective action plans when appropriate; *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: program policies and procedures; State rules for personnel administration; divisional goals, objectives, policies and procedures; State budget development and monitoring processes.

REHABILITATION CHIEF I

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university ~~[with a major]~~ in ~~[business or]~~ public administration, **business administration**, vocational rehabilitation, ~~[vocational evaluation, a field of]~~ social ~~[science]~~ **services, behavioral sciences**, or related field and two years of managerial experience which included responsibility for program planning, development and implementation; interpretation and application of regulations; developing and managing a ~~[large]~~ program or agency budget; and managing professional personnel; **OR** Bachelor's degree from an accredited college or university ~~[with a major]~~ in public administration, **business administration**, vocational rehabilitation, ~~[vocational evaluation,]~~ ~~[a field of]~~ social **services, behavioral sciences**, or related field and three years of managerial experience ~~[listed]~~ **as described** above; **OR** an equivalent combination of education and experience **as described above.**

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

Working knowledge of: the principles of **program budgeting; basic** ~~[governmental]~~ accounting ~~[and program budgeting;]~~ principles [;] methods [.] and practices of administration, management and supervision; **and** regulations and practices related to personnel administration ~~[; and statistical methods and applications].~~ **Ability to:** successfully communicate with **professionals which may include** ~~[subordinate]~~ physicians, psychologists, **hearing officers, counselors** and disability adjudication staff; effectively use specialized **legal** ~~[professional]~~ counsel within the bureau specific to **program requirements and compliance** ~~[the management and disability decision-making process];~~ collect and analyze data and information, draw and compare conclusions, and make decisions based on analysis; read and understand federal and State laws, professional journals, program documents, case files, and statistical reports; exchange ideas, information, and opinions with others to formulate policies and programs and arrive jointly at decisions, conclusions, or solutions; organize work flow to accomplish established objectives; delegate responsibility; hire, train, and evaluate staff; provide direction and guidance; administer necessary discipline; motivate and stimulate others to effective action; effectively plan, organize, direct, control and coordinate assigned resources to achieve the bureau's~~[/unit]~~ mission, goals and objectives; work independently with minimal direction; establish and maintain cooperative working relationships with federal, State, and local government officials, management, peers, subordinates, staff of other agencies, ~~[consumers,]~~ clients, and the general public; write concise, logical, grammatically correct analytical reports, ~~[legislative proposals,]~~ program documents, and business correspondence; make oral group presentations to **inform and educate** ~~[persuade]~~ others **regarding** ~~[to accept]~~ a specific opinion or action and to explain

procedures, policies, and regulations; *proficiently operate a personal computer, including utilizing Microsoft office products.*

MINIMUM QUALIFICATIONS (cont'd)

REHABILITATION CHIEF I (cond't)

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

~~[Working knowledge of: Social Security Administration administrative regulations and policies; and current social economic issues and trends related to disability programs. General knowledge of: the principles, techniques, and practices of Social Security disability adjudication; medical and psychological terminology, anatomy, physiology and clinical procedures sufficient to analyze and understand the information contained in disability claims. Ability to: operate a personal computer and computer terminals as part of a major Social Security Administration computer system.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for the Rehabilitation Chief 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>12.402</u>	<u>12.404</u>
ESTABLISHED:	7/1/05P	7/1/93P
	10/1/04PC	10/23/92PC
REVISED:		7/1/93LG
REVISED:		4/29/98R
		5/6/99UC
REVISED:		7/1/05P
		10/1/04PC
REVISED:	3/8/17UC	3/8/17UC