



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 | Carson City, Nevada 89701
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MEMORANDUM
HR#14-14

February 13, 2014

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 March 19, 2014.

If no written objections are received in this office by March 19, 2014, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

LE:kh/lf/tp

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #16-14
Posting Expires: March 19, 2014

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
	<i>NEW</i>			<i>10.540</i>	<i>Medical Marijuana Program Supervisor</i>	<i>38</i>	<i>B</i>
	<i>NEW</i>			<i>10.541</i>	<i>Medical Marijuana Program Inspector II</i>	<i>36</i>	<i>A</i>
	<i>NEW</i>			<i>10.542</i>	<i>Medical Marijuana Program Inspector I</i>	<i>34</i>	<i>B</i>

Basis for Recommendation

As a result of several Individual Studies (NPD-19), and in partnership with Subject Matter Experts from the Department of Health & Human Services, Human Resource Management has determined that a new series should be created as a result of the implementation of new rules and regulations pertaining to medical marijuana.

The Medical Marijuana Program is responsible for monitoring Statewide, privately owned medical marijuana facilities including cultivation facilities, facilities for the production of edible marijuana or marijuana-infused products, independent testing laboratories and medical marijuana dispensaries to ensure compliance with State laws and regulations and for public health protection.

The Medical Marijuana Program Supervisor will be responsible for the Statewide supervision of the investigative, compliance and audit activities for the medical marijuana program and the Medical Marijuana Program Inspector's will be responsible for program compliance inspections/investigations on the above named facilities.

In reviewing the job duties, it was determined that this class aligns with the Medical, Health & Related Services, occupational group, Environmental and Health Protection sub-group. The grade comparison determined that the duties align with the Health Facilities Inspector and Environmental Scientist series.

Throughout the process, both the management and human resource team within the Department of Health & Human Services participated by offering recommendations and reviewing changes as the process progressed. The Department of Health & Human Services reviewed the final proposed class specifications and supports this recommendation.

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 19, 2014. 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: February 13, 2014



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>
<i>MEDICAL MARIJUANA PROGRAM SUPERVISOR</i>	38	B	10.540
<i>MEDICAL MARIJUANA PROGRAM INSPECTOR II</i>	36	B	10.541
<i>MEDICAL MARIJUANA PROGRAM INSPECTOR I</i>	34	B	10.542

SERIES CONCEPT

Medical Marijuana Program Inspectors are responsible for monitoring Statewide, privately owned medical marijuana facilities including cultivation facilities, facilities for the production of edible marijuana or marijuana-infused products, independent testing laboratories and medical marijuana dispensaries to ensure compliance with State laws and regulations and for public health protection.

Participate in entrance meetings with facility owners and representatives to explain the inspection process, legal requirements, solicit cooperation and obtain access to the facility and information needed to conduct the inspection.

Conduct on-site inspection of facilities, including laboratories, to include the review of policies and procedures, equipment, building plans, water supply and materials; processing, handling and monitoring of product; quality assurance programs; and patient records to protect public health and ensure products are provided in accordance with applicable laws and standards and physician's orders.

Review security and control measures to include controlled access to restricted areas, storage and transportation of medical marijuana and marijuana products, dispensary records, chain of custody records and disposal of plants and product to ensure compliance with applicable laws and regulations.

Document inspection findings in comprehensive reports to include: detailing lack of compliance with laws and regulations; deficiencies regarding controls, procedures and operations; supporting facts and documentation; and recommendations for corrective action. Participate in exit meetings to discuss findings and respond to questions. Determine certifications status, take appropriate enforcement action and prepare violation notices and related documents. Conduct follow-up inspections as required.

Assist in the investigation of water borne and food borne illnesses traced back to regulated facilities; identify possible vector control or public health issues; conduct product, water or other material sampling; analyze data; conduct interviews with affected individuals and others to identify source of illness and to ensure remedial measures are taken

Investigate complaints associated with facility operations; interview complainant and relevant parties; may conduct surveillance and obtain information from confidential sources; coordinate with other regulators and law enforcement as required; document findings of investigation and take appropriate action; maintain case files.

Coordinate work related inspection and oversight of facilities with State, federal and local agencies such as the Food and Drug Administration, Environmental Protection Agency and county health departments; may respond to emergency situations such as chemical spills or transportations accidents involving medical marijuana and/or edible or infused medical marijuana products.

Present and support inspection or investigation findings and recommended enforcement actions to division managers, administrators, legal representatives and other pertinent parties. May present information and/or testify before the State Board of Health, or at administrative or court hearings.

MEDICAL MARIJUANA PROGRAM SUPERVISOR	38	B	10.540
MEDICAL MARIJUANA PROGRAM INSPECTOR II	36	B	10.541
MEDICAL MARIJUANA PROGRAM INSPECTOR I	34	B	10.542

SERIES CONCEPT (cont'd)

Perform related duties as assigned.

CLASS CONCEPTS

MEDICAL MARIJUANA PROGRAM SUPERVISOR: *Under general direction, the incumbent is responsible for Statewide supervision of the inspection, compliance and audit activities for the medical marijuana program and may perform all or some of the duties as described in the series concept. Work is reviewed through progress reports and meetings. This is the supervisory level in the series.*

Establish and ensure the implementation of the inspection and audit schedule; receives, reviews and assigns complaints; develop and maintain case files and reports; compile, organize, analyze, interpret and report statistical data; assist in the development and maintenance of a quality assurance program; assist in the development of policies and procedures; participate in developing and monitoring the work unit's budget; may recommend changes to statutes and regulations and/or analyze and track legislative bills; and represent the program inspection and audit function before boards, committees and stakeholders.

Supervise a staff of Medical Marijuana Program Inspectors, Auditors and support staff to include preparing work performance standards and performance appraisals, assigning and reviewing work, training and disciplinary actions.

MEDICAL MARIJUANA PROGRAM INSPECTOR II: *Under general supervision, incumbents perform the full range of duties as described in the series concept and may provide lead work supervision to lower-level Inspectors. Work is reviewed through completed work and periodic meetings with the supervisor. This is the journey level in the series.*

MEDICAL MARIJUANA PROGRAM INSPECTOR I: *Under direct supervision, incumbents perform the range of duties as described in the series concept in a training capacity. Inspection and investigative work is reviewed on an ongoing basis. This is the entry level in the series and progression to the next level may occur upon meeting the minimum qualifications for the higher-level class and with the recommendation of the appointing authority.*

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * *An individual registered as an Environmental Health Specialist with the National Environmental Health Association (NEHA), State of Nevada or another State will be deemed to have met the requirement for a Bachelor's degree from an accredited college or university.*
- * *Education above the Bachelor's level does not substitute for the required experience.*

SPECIAL REQUIREMENTS:

- * *Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment must submit to a pre-employment screening test for controlled substances.*
- * *Persons offered employment in this series must submit to a criminal background investigation.*
- * *Exposure to the odor and/or the handling of marijuana, marijuana infused products, and products used to cultivate marijuana are a component of this position.*
- * *A valid driver's license is required at the time of appointment and as a condition of continuing employment.*

MEDICAL MARIJUANA PROGRAM SUPERVISOR	38	B	10.540
MEDICAL MARIJUANA PROGRAM INSPECTOR II	36	B	10.541
MEDICAL MARIJUANA PROGRAM INSPECTOR I	34	B	10.542

Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

MEDICAL MARIJUANA PROGRAM SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in the biological or life sciences, botany, medical sciences, public health, health care, criminal justice or closely related field and four years of experience performing professional environmental health duties which included interpreting and applying public health laws and regulations, and conducting public health related inspections and/or investigations; **OR** one year of experience as a Medical Marijuana Program Inspector II in Nevada State service; **OR** an equivalent combination of education and experience. (See Informational Note)

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

Working knowledge of: budgetary principles and practices; supervisory principles and practices; program administration; generally accepted accounting principles and auditing standards; principles and practices of project and program management; emergency response techniques and methods. Ability to: establish and meet goals and objectives; effectively train professional-level staff and review and evaluate work activities; maintain organized tracking systems; interpret patterns and develop alternate plans; develop and maintain a quality assurance system; establish and maintain collaborative working relationships with related agencies, facility operators, the media and other stakeholders; analyze and monitor legislative bills; and all knowledge, skills and abilities at the lower levels.

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

Working knowledge of: supervisory techniques including selection, motivation, training, work assignment and review, performance evaluation and discipline; the appropriate determination of administrative sanctions and corrective action plans; the functions, operations and goals of the division; state budgeting and program budgeting requirements and processes; the state legislative process. Ability to: organize the activities of others and delegate work effectively to accomplish program goals; identify and respond to staff training needs; analyze accounting and financial records and develop accurate and meaningful conclusions; recognize program needs and requirements and implement needed changes; interpret and enforce division policies and rules; apply conflict resolution techniques to issues involving regulated facilities and other agencies; coordinate the unit's response to challenges from inspected facilities to include defense of findings and recommendations in adversarial hearings; coordinate the completion of public health projects and the resolution of public health issues.

MEDICAL MARIJUANA PROGRAM INSPECTOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in the biological or life sciences, botany, medical sciences, public health, health care, criminal justice or closely related field and three years of experience performing professional environmental health duties which included interpreting public health laws and conducting public health related inspections and/or investigations; **OR** two years of experience as a Medical Marijuana Program Inspector I in Nevada State service; **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: state laws and regulations related to the cultivations and dispensing of medical marijuana; the principles of good laboratory practice; federal standards of the Food and Drug Administration and Environmental Protection Agency related to packaging and labeling requirements and water supply standards; vermin control and pesticide use to include correct application, chemical types, public health and environmental impact significance and public protection; the prevention and control of disease through environmental measures such as personal hygiene and sanitation; the role of other State, federal and local agencies as related to medical marijuana; calibrated testing equipment such as scales, production calibration equipment, electronic thermometers and light meters; investigative methods appropriate to regulatory compliance functions; informal dispute resolution techniques; and

MEDICAL MARIJUANA PROGRAM SUPERVISOR	38	B	10.540
MEDICAL MARIJUANA PROGRAM INSPECTOR II	36	B	10.541
MEDICAL MARIJUANA PROGRAM INSPECTOR I	34	B	10.542

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

MEDICAL MARIJUANA PROGRAM INSPECTOR II (cont'd)

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

policies and procedures for obtaining variance from regulations. General knowledge of: engineering drawings and reports such as plumbing and architectural drawings and material specifications; building codes and common building practices (Uniform Building Code), plumbing code and common plumbing practices (Uniform Plumbing Code). Ability to: interpret and explain complex regulations and requirements; evaluate laboratory proficiency to ensure accuracy of results; read and understand laboratory reports and facility staff notes; interpret and consistently apply laws, rules and procedures in cases such as nuisances, emergencies and epidemiological hazards; evaluate the professional skills and technical abilities of facility personnel; use investigative techniques and conduct effective interviews to acquire necessary information and gather clear and concise documentation; be alert to issues signifying the need for further investigation; apply sound professional judgment in identifying areas of non-compliance and recommendations for enforcement or other corrective actions; research health and laboratory issues and regulations; develop rapport, gain the trust of others, and maintain objectivity; negotiate and exchange ideas and information to arrive jointly at conclusions or solutions; motivate people to comply with public health laws; organize and maintain accurate records; effectively manage time and prioritize workload; effectively present findings and rationale in administrative or legal settings; 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 identified for Medical Marijuana Program Supervisor).

MEDICAL MARIJUANA PROGRAM INSPECTOR I

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in the biological or life sciences, botany, medical sciences, public health, health care, criminal justice or closely related field and one year of experience performing professional environmental health duties; OR an equivalent combination of education and experience. (See Informational Notes)*

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

Working knowledge of: composition and proper English grammar, spelling and punctuation to prepare reports. General knowledge of: biology, chemistry, epidemiology, physics and mathematics as applied to public health; plants and growing characteristics; herbicides, insecticides, and fertilizers; the scientific method (observation, experimentation and conclusions) used in investigations such as food borne illness outbreaks; regulatory and compliance processes; general food and drug safety practices Ability to: read and understand legal, technical and scientific documents; take samples according to established sampling protocol and preservation methods; logically organize and synthesize material, information and human resources to optimize efficiency and minimize duplication of effort; work effectively with frequent interruptions and distractions in locations such as dispensaries, and processing and cultivation facilities; communicate effectively orally with individuals and before groups; establish and maintain cooperative working relationships; maintain composure in demanding situations; proficiently use word processing and spreadsheet software.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the entry level knowledge, skills and abilities identified for Medical Marijuana Program Inspector II.)

MEDICAL MARIJUANA PROGRAM SUPERVISOR	38	B	10.540
MEDICAL MARIJUANA PROGRAM INSPECTOR II	36	B	10.541
MEDICAL MARIJUANA PROGRAM INSPECTOR I	34	B	10.542

Page 5 of 5

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.

ESTABLISHED:	<u>10.540</u> 3/19/14	<u>10.541</u> 3/19/14	<u>10.542</u> 3/19/14
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