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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#61-20

December 23, 2020

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – CADRE TEAM
SUPERVISOR/LEADER SERIES

Attached are revised 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 Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than January 25, 2021.

If no written objections are received in this office by January 25, 2021, 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 #02-21
Posting Expires: January 25, 2021

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
	<i>New</i>			<i>12.382</i>	<i>Cadre Team Supervisor</i>	<i>29</i>	<i>E</i>
	<i>New</i>			<i>12.380</i>	<i>Cadre Team Leader</i>	<i>27</i>	<i>E</i>

Basis for Recommendation

As a result of an Individual Classification Study (NPD-19), and in partnership with subject matter experts from the Office of the Military, Adjutant General and Army National Guard, it has been determined that a new series should be established to meet the needs of the new Battle Born Youth ChalleNGe Program (BBYCP).

Cadre Team Leaders and Supervisors, within the Office of the Military, Nevada Army National Guard, educate, train and mentor at-risk 16 to 18-year-old youth in a 24-hour/7-days-a-week setting who have not completed high school, are high school credit deficient, and demonstrate a desire to improve their potential for success and lead productive lives. Incumbents participate in the screening and interviewing of program applicants; develop and revise training plans; participate in, and lead, professional development activities; lead and execute daily and weekly training plans; review/direct minor disciplinary actions involving cadets; and attend cadet disciplinary boards. Additionally, they facilitate or provide oversight of cadet movements from all destinations; call cadence and march cadets; and prepare the campus, ensure supplies and equipment are available, and ensure effective and efficient receipt and in-process of each new class.

In addition to performing the full range of duties described in the series concept, the Cadre Team Supervisor serves as a shift supervisor providing leadership and oversight of Cadre Team Leaders responsible for the structure, discipline and training of cadets on a 24 hour/7-days-a-week basis; manage priorities and delegate assignments and responsibilities; direct Cadre Team Leaders in conducting student daily and weekly schedules to ensure all academic, physical training, and personal development activities are completed and program goals are met; advise and provide input to the Commandant regarding budget and/or resource problems and issues. They are responsible for supervising Cadre Team Leaders, to include performance appraisals, work performance standards, work assignment and work review, training, scheduling and discipline, and may be required to fulfill Team Leader duties in the absence of an assigned Team Leader.

Comparisons were made to the Group Supervisor series, 12.541; Developmental Support Technician series, 10.339; Community Based Instructor series, 5.168; and Administrative Assistant series, 2.210. It is recommended that the Cadre Team Supervisor be allocated at a grade 29 and the Cadre Team Leader be allocated at a grade 27. A two-grade differential between supervisor and subordinate is supported by other class specifications and is typical within State service.

It is further recommended that the series be placed in the 12.000 Social Services & Rehabilitation Occupational Group; Sub-group B: Social Services. The Division of Human Resource Management (DHRM) EEO Officer has assigned EEO-4 job code "E – Paraprofessionals" to both classes due to the similarity of duties performed by a Community Based Instructor and/or Developmental Support Technician.

Throughout the process management and staff within the Office of the Military and analysts within DHRM participated by offering suggestions and reviewing changes, and they support the recommendation.

Note: This is a new class specification.

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, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/. For additional information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by January 25, 2021. Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: December 23, 2020



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>CADRE TEAM SUPERVISOR</i>	29	E	12.382
<i>CADRE TEAM LEADER</i>	27	E	12.380

SERIES CONCEPT

Cadre Team Supervisors and Leaders, within the Office of the Military, Nevada Army National Guard, educate, train and mentor at-risk 16 to 18-year-old youth in a 24-hour/7-days-a-week setting who have not completed high school, are high school credit deficient, and demonstrate a desire to improve their potential for success and lead productive lives.

Participate in screening and interviewing applicants of the Battle Born Youth ChalleNGe Program (BBYCP); assist in selecting students who have the best chance of success in meeting individual and program goals.

Provide input in the development and revision of training plans; contribute to long-term strategic planning; ensure responsible and efficient use of program resources; participate in and lead professional development activities (e.g., workshops, meetings and classes) with the goal of ensuring program quality, compliance with program requirements and the integration of new ideas, methods, and technologies.

Lead and execute the Cadet Corps daily and weekly training plans and programs; ensure all academic, physical training and personal development activities are completed and documented; rate cadet performance; ensure program goals are met; collect individual cadet and program performance data for entry into the National Guard Bureau databases and reporting systems.

Direct and/or review minor disciplinary actions involving cadets; respond immediately and effectively to any cadet conflict and administer appropriate corrective/disciplinary intervention within authorized scope and authority and with consideration of a cadet's rights; establish clear expectations and set and enforce consequences for disruptive behavior; attend cadet disciplinary boards.

Facilitate and/or provide oversight of cadet movements to and from all destinations while adhering to military drill and ceremony standards; call cadence and march cadets; participate in running and physical fitness training with cadets; ensure the safety and welfare of cadets at all times.

Prepare the campus and ensure supplies and equipment are available; ensure effective and efficient receipt and in-process of each new class; conduct daily program activities to include cadet personal and living area inspections, campus inspections, fire safety inspections and Platoon/Company formations; ensure plan for building maintenance and cleaning schedule is completed and the facility is cleaned daily; notify or make recommendations to leadership regarding maintenance problems or other facility concerns.

Perform related duties as assigned.

CLASS CONCEPTS

Cadre Team Supervisor: Under supervision of the BBYCP Academy Deputy Commandant, perform the full range of duties described in the series concept and serve as a shift supervisor providing leadership and oversight of Cadre Team Leaders responsible for the structure, discipline and training of cadets on a 24-

CADRE TEAM SUPERVISOR

29

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12.382

CADRE TEAM LEADER

27

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12.380

Page 2 of 4

CLASS CONCEPTS (cont'd)

Cadre Team Supervisor: (cont'd)

hour/7-days-a-week basis; manage priorities and delegate assignments and responsibilities; direct Cadre Team Leaders in conducting student daily and weekly schedules to ensure all academic, physical training, and personal development activities are completed, and program goals are met; advise and provide input to the Commandant regarding budget and/or resource problems and issues.

The Cadre Team Supervisor is responsible for supervising Cadre Team Leaders, to include performance appraisals, work performance standards, work assignment and work review, training, scheduling and discipline, and may be required to fulfill Team Leader duties in the absence of an assigned Team Leader. This is the supervisory level in the series.

Cadre Team Leader: *Under general supervision of the Cadre Team Supervisor, perform the full range of duties described in the series concept. This is the journey level in the series.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Candidates must successfully pass a background investigation prior to being considered for appointment.*
- * As a condition of appointment and continuing employment, positions are subject to call-back, overtime on short notice, stand-by status, and must work various hours and/or shifts, including evenings, weekends, and/or holidays.*

INFORMATIONAL NOTES:

- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.*
- * CPR and First Aid certification is required for the Cadre Team Supervisor at the time of appointment.*
- * CPR and First Aid certification is required for the Cadre Team Leader within 6 months of appointment.*
- * Occasional off-site work may be required.*
- * Work requires frequent bending, stooping, standing, and lifting heavy objects.*
- * Incumbents must pass a physical fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continuing employment.*
- * Incumbents must conform to military grooming standards.*
- * Work may be performed under adverse weather conditions and include extensive walking under difficult conditions.*
- * Incumbents must provide their own footwear upon appointment.*

CADRE TEAM SUPERVISOR

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university and two years of experience providing leadership, teaching and/or caring for children or adolescents in a residential or community setting which included interpreting laws, regulations, and/or rules and policies; OR high school graduation or equivalent education and three years of experience as described above; OR one year of experience as a Cadre Team Leader in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): Working knowledge of: current learning technologies and various instructional methods. General knowledge of: military structure and procedures; military customs and courtesies, drill and ceremonies, chain of command, and leadership principles; principles and practices of supervision and training; work

MINIMUM QUALIFICATIONS (cont'd)**CADRE TEAM SUPERVISOR (cont'd)**

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
processes, goals and objectives to plan, develop and implement programs designed to provide life coping skills to youth; health and safety guidelines and regulations; methods and tactics for dealing effectively with "at risk" youth; factors leading to social, economic, emotional or behavioral issues; emergency and security procedures; team building and management. Ability to: interpret, apply and explain applicable laws, regulations and policies; work independently and as part of a team in a disciplined environment and perform assignments with minimal direction; learn and implement appropriate verbal, behavioral or physical interventions to control youth displaying aggressive, hostile or violent behavior; manage a team and maintain a military style atmosphere conducive to the development of cadets; establish patterns of communication with cadets and present written and/or oral reports; carry out physical restraint procedures when necessary; oversee and provide guidance and instruction to youth; recognize and defuse volatile situations; enforce disciplinary safety and security measures; 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: rules, regulations, laws, policies, and procedures regarding residential facilities and BBYCP; coaching, negotiation and mediation; identifying and managing manipulative behavior demonstrated by juveniles; de-escalation techniques. Ability to: work independently to provide leadership, direct supervision, and oversight to Cadre Team Leaders; coordinate and train subordinate personnel.

CADRE TEAM LEADER

EDUCATION AND EXPERIENCE: *Associate's degree from an accredited college or university and one year of experience providing leadership, teaching and/or caring for children or adolescents in a residential services or community setting; OR graduation from high school or equivalent education and two years of experience as described above; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):
Working knowledge of: group behavior and group supervision; English grammar, punctuation, and spelling. General knowledge of: basic military style training; basic first aid, hygiene, and emergency medical care; interviewing techniques. Ability to: read, understand and apply rules, regulations, policies and procedures; respond to emergency situations to ensure the safety or security of others; speak and interact with persons of various social, cultural, economic and educational backgrounds; support and encourage individuals in a one-to-one or small group situation; establish rapport and gain the trust of others, especially youths; work within specific agency programs or operations, policies and procedures affecting assigned work; interview juveniles and family members to obtain and clarify information and explain procedures and expectations; assign, guide, coach and train while performing work; communicate effectively both orally and in writing in order to provide and disseminate information and explain situations; analyze and evaluate the progress and development of assigned cadets; use and teach the usage of simple household or hand tools; promote socially acceptable attitudes and behaviors, use tact, and recognize different value systems and treat individuals with respect and consideration; remain calm during stressful situations; remain sensitive to personal issues having significant and long-term impacts on participants; work outdoors and withstand inclement weather; participate in physical fitness activities including calisthenics and competitive sports; use a personal computer including word processing, spreadsheet and database programs to establish, store, maintain and retrieve information.

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

CADRE TEAM SUPERVISOR

29

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12.382

CADRE TEAM LEADER

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12.380

Page 4 of 4

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.

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