

Steve Sisolak
Governor



Laura E. Freed
Director

Colleen Murphy
Deputy Director

Peter Long
Administrator

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 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM
HR#30-20

April 3, 2020

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – FAMILY READINESS
SPECIALIST 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 bgghan@admin.nv.gov no later than April 30, 2020.

If no written objections are received in this office by April 30, 2020, 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 #21-20
Posting Expires: April 30, 2020

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>12.378</i>	<i>Family Readiness Specialist Supervisor</i>	<i>35</i>	<i>B</i>
	<i>New</i>			<i>12.375</i>	<i>Family Readiness Specialist</i>	<i>31</i>	<i>B</i>

Basis for Recommendation

As a result of an Individual Classification Study, 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 created to support the needs of the members and families of the National Guard. Incumbents provide support, outreach and information to members and their families, provide practical tools for adjusting to military deployments and separations, and enhance the well-being of the military community.

Incumbents in these classes assist in planning, maintaining, streamlining and updating program information; coordinate, prepare and disseminate program information to staff, National Guard units, family members and stakeholders; identify and maintain volunteer training materials and literature; design and conduct orientation and training programs for volunteers; and initiate and provide technical assistance for the development of Family Readiness Groups. Additionally, incumbents develop standard formats and procedures to collect, research, analyze and develop data used to support achievements; identify areas for improvement; submit information to support program development for budget forecasting; and coordinate with local community resource agencies, i.e., active duty installations, American Red Cross, and military health benefit administrators.

In addition to performing the duties outlined above, the Family Readiness Specialist Supervisor develops program budget formulations and forecasts relative to major event-based influences; conducts needs-assessments with stakeholders in order to direct, analyze, and evaluate programs and initiatives to ensure cost effectiveness and maximum operating gains; assists in strategic planning and interservice coordination and provides assistance to local units in accomplishing the objectives of the program; provides technical interpretation and guidance to service members, and the unit command team in order to educate the navigation of military systems. Family Readiness Specialist Supervisors prepare and submit analytical, narrative and/or statistical reports regarding program activities as required; liaise with key officials, headquarters, State and federal government and non-governmental agencies and organizations, and other military services; and supervise Family Readiness Specialists to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training and discipline.

It is recommended that the Family Readiness Specialist Supervisor be allocated at a grade 35 and the Family Readiness Specialist be allocated at a grade 31. The four-grade distinction between supervisor and subordinate is based on the scope of responsibility relative to program management, budget development, and the level of program analysis, needs assessment, and strategic planning assigned to the supervisor in addition to the duties outlined in the series concept. While a four-grade differential is not typical it is supported by other class specifications such as the four-grade separation between the Health Information Director and its subordinate Health Information Coordinator II.

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 "B – Professional" to both classes to recognize the advice and advocacy provided on behalf of military members and families.

Throughout the review, management and staff within the Office of the Military and analysts within DHRM participated by offering recommendations and reviewing changes throughout the process and they support the proposed class series, Family Readiness Specialist.

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 April 30, 2020. 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: April 3, 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>FAMILY READINESS SPECIALIST SUPERVISOR</i>	35	B	12.378
<i>FAMILY READINESS SPECIALIST</i>	31	B	12.375

SERIES CONCEPT

Family Readiness Supervisors/Specialists, within the Office of the Military, Nevada Army National Guard, serve as advisors and provide support for the Family Readiness Program in order to assist participants in obtaining the skills and resources necessary to become resilient, self-sufficient and self-reliant members of the State of Nevada’s military community; assist in developing, planning, implementing and administering the program; ensure quality of life and well-being of members of the National Guard and their families for issues such as benefits and entitlements.

Assist in planning, maintaining, streamlining and updating program information; coordinate, prepare and disseminate program information to staff, National Guard units, family members and stakeholders; conduct or assist in conducting briefings, trainings, seminars, conferences, and workshops as appropriate for staff and program participants in order to provide information, stimulate interest, and garner support on benefits and entitlements; conduct needs assessments to identify additional areas where family members may require assistance; assist in developing and maintaining information and referral programs specific to location; provide technical assistance to personnel publicizing quality of life and the Family Readiness Program.

Identify and maintain volunteer training materials and literature; design and conduct orientation and training programs for volunteers; identify volunteers at the unit level to serve as volunteer coordinators; develop standard formats and procedures to record volunteer hours and to collect other volunteer related data; receive, track, maintain and report on volunteer hours contributed; participate in the design and presentation of volunteer recognition activities.

Initiate and provide technical assistance for the development of Family Readiness Groups (FRGs); implement Guard Family Team Building (GFTB) and Guard Family Action Plan (GFAP) programs.

Develop standard formats and procedures to collect, research, analyze and develop data used to support achievements; identify areas for improvement; facilitate site visit reporting and improve services provided to customers and the State.

Submit information to support program development for budget forecasting.

Plan and coordinate mobilization processes for pre-deployment, deployment, and post-deployment issues; coordinate with local community resource agencies, i.e., active duty installations, American Red Cross, and military health benefit administrators; assist the State Family Youth Program that addresses issues and concerns of youth related to Guard life and youth readiness and well-being.

Perform related duties as assigned.

CLASS CONCEPTS

Family Readiness Specialist Supervisor: Under general supervision, and in addition to performing the range of duties described in the series concept, incumbents develop program budget formulations and forecasts

CLASS CONCEPTS (cont'd)

Family Readiness Specialist Supervisor: (cont'd)

relative to major event-based influences, and explain and defend budgets; conduct needs assessments with stakeholders in order to direct, analyze, and evaluate programs and initiatives to ensure cost effectiveness and maximum operating gains; organize, market, and monitor effectiveness of Family Readiness community capacity-building efforts; assist in strategic planning and interservice coordination; advise chain of command of current and proposed programs and policies requiring modification to improve family readiness and wellness; support accreditation/certification and internal control process requirements.

Provide assistance to local units in accomplishing the objectives of the program; provide technical interpretation and guidance to service members and the unit command team in order to educate the navigation of military systems; ensure all recommendations are in accordance with applicable guidelines, policies, and regulations; and provide commanders with assistance in solving problems affecting the military community and in improving the quality of life and well-being of members.

Prepare and submit analytical, narrative and/or statistical reports regarding program activities as required.

Liaise with key officials, headquarters, State and federal government, and non-governmental agencies and organizations, and other military services; provide guidance to commands and FRGs on use and oversight of non-appropriated funds; consolidate data, develop reports, and implement work/life services and activities.

Supervise Family Readiness Specialists to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training and discipline. This is the supervisory level in the series.

Family Readiness Specialist: *Under general supervision of the Family Readiness Specialist Supervisor, performs the full range of duties described in the series concept at the journey level.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *Must be able to pass State/Federal/Department of Defense background investigation.*
- * *Must be a United States Citizen.*
- * *Must be able to work weekends, evenings and/or holidays.*
- * *Statewide travel is required.*

INFORMATIONAL NOTE:

- * *A valid driver's license or evidence of equivalent mobility is required upon appointment and as a condition of continuing appointment.*

FAMILY READINESS SPECIALIST SUPERVISOR

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in business administration, public administration, social work, psychology or related field and two years of professional experience in a military Family Readiness Program; OR graduation from high school or equivalent education and four years of professional experience as described above; OR two years of experience as a Family Readiness Specialist in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: the Family Readiness Program rules, regulations, policies and procedures; administrative principles and practices, including goal setting, program development and implementation;

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MINIMUM QUALIFICATIONS (cont'd)

FAMILY READINESS SPECIALIST SUPERVISOR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
analytical and evaluative techniques and methods; human services matters and programs benefiting families, and military and civilian employees; regulations, policies, and guidance affecting the use of resources and related support resources; statistical methods required to analyze, project and present fiscal effects. General knowledge of: supervisory principles and practices; budget guidelines, accounting, auditing, financial reporting and/or research/statistical methods; work processes, goals and objectives in order to plan, develop and implement programs designed to improve and maintain National Guard family readiness and quality of life. Ability to: identify, analyze and solve procedural or programmatic and operational problems to provide alternatives and implement effective solutions; plan, coordinate, implement, and manage the Family Readiness Program in compliance with established requirements, standards, and objectives; organize materials, information and resources systematically to optimize efficiency; measure and improve human services program effectiveness and productivity, and make recommendations for program improvement; negotiate and exchange ideas, information and opinions with others to formulate policies and programs in order to reach a consensus; and all knowledge skills and abilities required at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Ability to: set priorities which accurately reflect the relative importance of job responsibilities; coordinate and train subordinate personnel; evaluate the effectiveness and efficiency of the program enough to recognize and define social problems, improve procedures and practices and enhance program services.

FAMILY READINESS SPECIALIST

EDUCATION AND EXPERIENCE: *Associate's degree from an accredited college or university in business administration, public administration, social work, psychology or related field and one year of experience in a military family support and/or well-being program which included interpreting and applying laws and regulations; preparing presentations for training purposes; and interpreting and maintaining documents relating to program services; 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 Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):
General knowledge of: military organization of the National Guard; military personnel, human resources, and family programs; State and federal regulations and benefits; research techniques to locate medical, military and technical documentation; local, State and federal social services available to members and their families; current learning technologies and various instructional methods. Ability to: present and advocate the program to the community; organize and prioritize job responsibilities to meet required timeframes; work as part of a team; establish and maintain cooperative working relationships with co-workers, other agencies, training providers, military personnel and the public; establish and maintain rapport with military members and families; communicate effectively both orally and in writing in order to disseminate information, explain situations and provide information regarding options available; interpret, apply and explain applicable laws, regulations and policies; use a personal computer including word processing, spreadsheet and database programs to establish, store, maintain and retrieve information; work within specific agency programs or operations, policies and procedures affecting assigned work.

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

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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