



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

PERSONNEL COMMISSION

MEETING NOTICE

DATE: Friday, June 10, 2016

TIME: 9:00 a.m.

LOCATION: Legislative Counsel Bureau Grant Sawyer State Building
401 S. Carson St., Room 3138 555 E. Washington Avenue, Room 4401
Carson City, Nevada 89701 Las Vegas, Nevada 89101

The sites will be connected by videoconference. The public is invited to attend at either location. As video conferencing gives the Commission, staff and others flexibility to attend meetings in either Northern or Southern Nevada, handouts to the Commission on the day of the meeting might not be transmitted to the distant locations.

Notice: The Personnel Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair's discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow public comment on a specific agenda item when the item is being considered.

Agenda

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|----------------------------|---|
| | I. Call to Order; Welcome; Roll Call; Announcements |
| | II. Public Comment: No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) |
| FOR POSSIBLE ACTION | III. Approval of Minutes of Previous Meeting: |
| | A. Held March 4, 2016..... 1-13 |
| FOR POSSIBLE ACTION | IV. Discussion and Approval or Denial of Addition of Classes and Positions Approved for Pre-Employment Screening for Controlled Substances and revisions to class specifications.....14-24 |

- A. The Nevada Department of Conservation and Natural Resources, Division of Forestry requests the addition of a class to the list approved for pre-employment screening for controlled substances and requests approval of a class specification amendment to include pre-employment screening for controlled substances
 1. Class requested for approval of pre-employment screening for controlled substances.....**25-26**
 - 9.205 Seasonal Forestry Equipment Operator, PCNs: All
 2. Request for approval of class specification change to include pre-employment screening for controlled substances.....**27-29**
 - 9.205 Seasonal Forestry Equipment Operator
- B. The Nevada Department of Transportation requests the addition of a position to the list approved for pre-employment screening for controlled substances:....**30-31**
 - 6.209 Supervisor III, Associate Engineer, PCN: 018-037
- C. The Nevada System of Higher Education, Business Center North requests the addition of a position to the list approved for pre-employment screening for controlled substances, the approval of removal of classes and positions previously approved for pre-employment screening for controlled substances, and requests approval of class specification amendments to remove pre-employment screening for controlled substances:.....
 1. Position requested for approval of pre-employment screening for controlled substances.....**32-34**
 - 7.647 Program Officer II, PCN: 41234
 2. Classes and positions requested for removal of pre-employment screening for controlled substances...**35**
 - 7.649 Program Officer I, PCN: 41234
 - 10.237 Health Program Specialist I, PCNs: All
 - 10.238 Health Program Specialist II, PCNs: All
 - 10.358 Nurse I, PCNs: All
 - 10.524 Radiation Control Specialist II, PCNs: BCN, UNR – All Environmental Health & Safety PCNs
 - 10.528 Radiation Control Specialist I, PCNs: BCN, UNR – All Environmental Health & Safety PCNs
 - 11.522 Safety Representative, Consultation, PCNs: BCN – All

12.376 Family Services Specialist II, PCN: UNR
42051

3. Request for approval of class specification changes to
remove pre-employment screening for controlled
substances.....**36-57**

10.237 Health Program Specialist I

10.238 Health Program Specialist II

10.524 Radiation Control Specialist II

10.528 Radiation Control Specialist I

11.522 Safety Representative, Consultation

12.376 Family Services Specialist II

FOR POSSIBLE ACTION

**V. Discussion and Approval or Denial of Proposed
Regulations Changes to Nevada Administrative Code,
Chapter 284.....58-68**

A. LCB File No. R060-16.....**69-71**

Sec. 1. NAC 284.204 Adjustment of steps within
same grade.

FOR POSSIBLE ACTION

**VI. Discussion and Approval or Denial of Class Specification
Maintenance Review of Classes Recommended for
Revisions and Abolishment**

A. Clerical & Related Services.....**72-79**

1. Subgroup: Legal Support Services

a. 2.154 Legal Office Manager Series

B. Fiscal Management & Staff Services.....**80-85**

1. Subgroup: Financial

a. 7.135 Accountant Series

2. Subgroup: Revenue Collections & Management

a. 7.223 Tax Manager.....**86-88**

b. 7.263 Contributions Examiner Series.....**89-92**

3. Subgroup: Personnel & Training

a. 7.507 Equal Employment Opportunity Officer..**93-95**

4. Subgroup: Actuarial/Research/Grants Analysis.....**96-107**

a. 7.707 Chief Economist

b. 7.718 Executive Branch Economist

c. 7.719 Economist Series

C. Medical, Health & Related Services

1. Subgroup: Health Related Services

a. 10.222 Registered Dietitian Series.....**108-114**

b. 10.243 Workers' Compensation Nurse Series..**115-118**

2. Subgroup: Public Health Dental

a. 10.265 Dental Equipment Technician...**119-121**

3. Subgroup: Health & Support Services

a. 10.340 Consumer Services Coordinator...**122-125**

4. Subgroup: Environmental & Health Protection

a. 10.500 Deputy Administrator, Health....**126-129**

5. Subgroup: Laboratory Services

a. 10.707 Chemist Series.....**130-137**

D. Social Services & Rehabilitation

1. Subgroup: Employment Security Claims

Examination & Placement.....**138-141**

a. 12.144 ESD Program Chief

- 2. Subgroup: Social Services.....142-144
 - a. 12.368 Crime Victim Compensation Specialist
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 - a. 12.423 Client Assistance Specialist.....145-147
 - b. 12.455 Rehabilitation Manager Series...148-152

FOR POSSIBLE ACTION

VII. Discussion and Approval or Denial of Individual Recruitment.....153-155

A. Tammy Moore, Accountant Technician 2
Department of Corrections, Ely State Prison

VIII. Report of Uncontested Classification Changes.....156-177

Postings: #19-16, #20-16, #21-16, #22-16, #23-16, #24-16, #25-16, #26-16, #27-16, #28-16, #29-16, #30-16, #31-16, #32-16, #33-16, #34-16, #35-16, #36-16, #37-16.

IV. Discussion and Announcement of Dates for Upcoming Meetings

Next Meeting Scheduled for September 30, 2016;
Discuss/schedule the following meeting.

X. Public Comment: No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

XI. Adjournment

Inquiries regarding the items scheduled for this Commission meeting may be made to Shelley Blotter at (775) 684-0105 or sblotter@admin.nv.gov.

Supporting material for this meeting is available at the Division of Human Resource Management at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 555 E. Washington Avenue, Suite 1400, Las Vegas, Nevada, 89101 or on our website [http://hr.nv.gov/Boards/PersonnelCommission/Personnel Commission - Meetings/](http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission_-_Meetings/). To obtain a copy of the supporting materials, you may contact Tawny Polito at (775) 684-0131 or at tpolito@admin.nv.gov.

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701 no less than (5) five working days prior to the meeting.

Notice of this meeting has been posted at the following locations:

Carson City

Blasdel Building, 209 East Musser Street
Nevada State Library & Archives Building, 100 North Stewart Street
Nevada State Capitol Building, 101 North Carson Street
Nevada Public Notice website: <http://notice.nv.gov>
Division of Human Resource Management website: www.hr.nv.gov

Las Vegas

Grant Sawyer Building, 555 East Washington Street

**STATE OF NEVADA
PERSONNEL COMMISSION**

MEETING MINUTES

(Subject to Commission Approval)

Friday, March 4, 2016

Held in Carson City at the Legislative Counsel Bureau, 401 S. Carson Street, Room 3138, Carson City, Nevada 89701; and via video conference in Las Vegas at the Grant Sawyer State Building, Room 4401, 555 East Washington Avenue.

COMMISSIONERS PRESENT

IN CARSON CITY:

Katherine Fox, Chair
David Read, Commissioner

STAFF PRESENT IN CARSON CITY:

Peter Long, Interim Administrator, DHRM
Tawny Polito, Executive Assistant, DHRM
Jennifer Chisel, Deputy Attorney General
Rachel Baker, Supervisory Personnel Analyst, DHRM
Denise Woo-Seymour, Personnel Analyst, DHRM
Katie Holmberg, Personnel Analyst, DHRM

COMMISSIONERS PRESENT

IN LAS VEGAS:

David Sanchez, Commissioner
Andreas Spurlock, Commissioner
Gary Mauger, Commissioner

**STAFF PRESENT IN
LAS VEGAS:**

Heather Dapice, Supervisory Personnel Analyst, DHRM

I. CALL TO ORDER, WELCOME, ROLL CALL, ANNOUNCEMENTS

Commissioner Sanchez: Opened the meeting at 9:16a.m. He started by taking roll. There were no announcements. A quorum was established.

II. PUBLIC COMMENT NOTICE: Read into record by **Commissioner Sanchez**

No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

Commissioner Sanchez: Asked if there were any public comments. There were none.

III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Action Item

A. December 4, 2015

MOTION: Motion to approve the minutes of the meeting dated December 4, 2015.
BY: Commissioner Read
SECOND: Commissioner Spurlock
VOTE: Motion passed unanimously

B. September 25, 2015

MOTION: Motion to approve the minutes of the meeting dated September 25, 2015.
BY: Commissioner Spurlock
SECOND: Commissioner Sanchez
VOTE: Motion passed unanimously.

Chairperson Fox: Arrived for the meeting.

**IV. DISCUSSION AND APPROVAL OR DENIAL OF PROPOSED REGULATIONS
CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284 Action
Item**

A. LCB File No. R076-15

Sec. 1. New Removal of ineligible grievance from procedure.

Sec. 2. NAC 284.658 "Grievance" defined.

Sec. 3. NAC 284.678 Submission, form and contents of grievance; informal discussions.

Sec. 4. NAC 284.6955 Hearing before Employee- Management Committee: Procedure.

Sec. 5. NAC 284.6957 Hearing before Employee- Management Committee:
Continuance; Abeyance.

Denise Woo-Seymour: Explained, LCB File number R076-15 includes changes related to the formal grievance process. Page 28 of your PC binder, the amendment in Section One of this LCB file adds a new section to Chapter 284 of the Nevada Administrative Code. This new section provides if the Division of Human Resource Management determines that a request for the adjustment of a grievance is not eligible for the procedure, the Division will remove the request. This is an effort to direct an employee to the correct venue at the earliest possible point and avoid the expectation that the issue is being handled when the employee is not actually eligible to file a grievance, or when it is in the wrong venue.

For example, because the grievance process is available only to permanent, classified employees, a request for the adjustment of a grievance would be removed from the process, if it is filed by a probationary employee, or an employee in the unclassified, or non-classified service. Subsection 2 of NAC 284.658 defines what a grievance is not, and includes issues such as classification appeals, which are heard by the Personnel Commission, catastrophic leave appeals heard by the Committee on Catastrophic Leave, and an appeal of a suspension, demotion, or termination which is heard by a Hearing Officer.

Grievances filed that relate to these issues, would also be removed. The new language explains that in addition to the removal of the grievance from the process, the Division must notify the employee that the grievance has been removed and the reason for the determination. Also, the Division must inform the

employee of the proper procedure for resolving his or her concern and advise the employee that she or he has the right to appeal the determination directly to the Employee-Management Committee.

The issues that do not fall within the grievance process also have deadlines, some as short as five days and it's very important to inform the employees of the proper procedure to follow at the earliest possible moment.

Chairperson Fox: Asked if there were questions from the Commissioners.

Commissioner Mauger: Asked for a history on where this is stemming from and wanted clarification on whether these were things already being done that needed to be streamlined. He questioned whether this is something being done currently but is being streamlined to identify the fact that exempt employees do not have grievance rights and they're going to have to go straight to the Committee if they don't agree.

Denise Woo-Seymour: Explained, they receive enough grievances that unfortunately, go through the process, and actually the employee is the only one that is allowed to withdraw that grievance, but in the meantime, while they may be in the wrong venue, or not eligible to file a grievance, then they may miss deadlines in the venues where it would be appropriately reviewed, such as I think it's sexual harassment allegations, there's a very short timeline to file allegations. She further explained, it's also for the employee that is not eligible to file their issue, to make sure they're in the correct venue, and to know that their issue is being addressed as expediently as possible. At this point, if there is a grievance in the wrong venue, it may go through all the steps, all the way up to, before the EMC, and then have wasted time for the employee and effort for the employee, when it should be in another venue.

Commissioner Mauger: Asked, currently they're going through the step procedure and now you're changing it to streamline it, because they're nonexempt and not eligible for that. He noted, he's trying to determine whether they're already receiving it, and now you're taking it away.

Denise Woo-Seymour: Stated, it's not being taken away. Only classified permanent employees are eligible so non-classified, and unclassified employees are at-will employees. They are not eligible to become permanent, so they may address their issues in a less formal process, such as maybe a meeting with their chain-of-command, through management, or mediation is also available to them. At this point they may go through each step of the grievance process and have response from each level of management, even including Division of HR Management advising that they should be addressing their issues in another venue, but at this time, that person is the only eligible to withdraw the grievance.

Commissioner Mauger: Asked, the Committee that makes the final decision on this, that's final and binding on them or can that employee go beyond that say go to court?

Denise Woo-Seymour: Stated, they could, if they decide to pursue it further.

Commissioner Mauger: Asked, the savings on that, wouldn't it be more expensive if they had to go to Court, instead of having a procedure that would identify with that and whatever the decision of the hearing also would be, it would be binding. He continued, there could be a situation where they have to go get an attorney to fight what they feel is something they've been aggrieved and that becomes a money situation. So I'm just trying to get this clarified as to what your thinking is on this.

Peter Long: Added, bottom line what we're trying to do is what was mentioned at the beginning. We're trying to streamline the process. We're not taking any rights away from employees that had them before. We're clarifying that employees who don't have them, can file the grievance, they would be advised if they didn't have the right, but then rather than going through each step, whether to their supervisor, or their

manager, the director of their department, and ultimately the Employee-Management Committee, if they disagree that this isn't the appropriate venue, or that they are still a qualifying employee, they would go straight to the Employee-Management Committee, who would then make that determination of whether they were qualifying or not, or whether it was the appropriate venue. So it's streamlining it for the employee, as far as being able to do something after the Employee-Management Committee makes a determination they have now and have always had the right for judicial review, so this wouldn't change that, and it's not our belief that this would either decrease or increase that ultimate review process.

Chairperson Fox: Asked if there were additional questions from the Commissioners.

Kimberley King: Introduced herself as, Human Resource Manager for NDOT. She noted, NDOT would support this language, it would actually probably reduce work load for both department and give employees clear direction on where they should be filing their appeal. She thinks that this is a good change in the language.

Denise Woo-Seymour: Continued with proposed changes. She explained, on page 29 of the PC binder. Section two of LCB file number R076-15 clarifies that the grievance process is available to classified employees who have attained permanent status. This is consistent with how this section has been historically administered. Also, because the new section being added to NAC 284 will need to be referenced and NAC 284.658, the phrase in section one of this regulation has been added to this regulation. If adopted by the Personnel Commission, a number will be assigned to the new section by the Legislative Counsel Bureau, which will be included here upon codification.

Page 30. The next section of this LCB file is a housekeeping item that will create consistency in the language. The term "event leading to the grievance" is already used in this regulation. And the term "event date" is used in the Nevada Employee Action and Timekeeping System (NEATS). When an employee files a grievance electronically, thus using "event", rather than the word "origin" throughout NAC 284.678 is more appropriate.

Page 32. Section four of LCB file number R076-15 makes a number of changes to NAC 284.6955 that will reduce administrative burden, reduce time and expense related to certain aspects of the Employee-Management Committee, and establish regulations regarding the issuance and enforcement of subpoenas. The first change is to require that packets of documents be sent to the clerk of the Committee, rather than the Chair, which is current practice.

Due to open meeting law requirements, additional packets are necessary in order to have a copy available for the public at each hearing location. Changing the due date of packets of documents which include a list of witnesses to 15 working days prior to a scheduled hearing will reduce confusion, because request for subpoenas, if necessary, are also due 15 days prior to a scheduled hearing.

The next amendment in this section creates flexibility by allowing a member of the Committee that's designated by the Chair to reschedule a hearing in the event an employee or the employer fails to comply with subsection one of this regulation, which is providing the packets to the hearing members.

Next on page 33, a new subsection was added to NAC 284.6955 related to subpoenas for documents containing confidential information. Because hearings are typically conducted via video conference, requiring two copies of the original document submitted under seal, will allow a copy to be available to the Committee in the North and South.

Only one copy of the redacted copy is necessary because the number of Committee members serving is not always the same, and the EMC clerk will prepare the correct number of documents for each hearing.

The next change allows the Committee to take testimony from an individual by phone or a video conference from a location that has not been included on the agenda. This increases the ability of an individual to testify, and will reduce potential travel costs.

And the final amendment clarifies that the member of the Committee acting as the Chair of a hearing will recognize a member to ask a question. Sometimes the elected Chair of the Committee does not act as the Chair of a hearing, and one of the co-vice chairs or another member of the Committee acts in that capacity.

Page 34. Finally, section five of this LCB file creates regulations allowing a grievance to be placed into abeyance and includes a method to make such a request. There are situations when placing a grievance into abeyance could be appropriate, such as when the grievant will be away from the office for an approved extended period of time, or when the outcome of an ongoing investigation may affect a grievance.

The second amendment to NAC 284.6957 allows the Chair or a member of the Committee designated by the Chair to grant a request for a continuance, or to have a grievance placed into abeyance, no longer requiring that the Committee perform that function. Allowing the Chair or a member of the Committee designated by the Chair to grant such request expedite decisions regarding developing issues.

Chairperson Fox: Asked, in Section Five where you talk about something being held in abeyance, the grievance to be placed in abeyance, which would be very different than postponing the hearing of a grievance, because perhaps not all the interested parties are available. Is there language in the regulation that discusses postponing or rescheduling a grievance to a later date?

Denise Woo-Seymour: Stated, she believes there is. She can't quote that regulation, but yes there is.

Chairperson Fox: Asked, but it would be two very different kinds of mechanisms and reasons why something would be postponed versus have an abeyance. **Denise Woo-Seymour:** Confirmed.

Chairperson Fox: Asked if there were additional questions from the Commissioners. Noted, the regulation changes really provide better communication to an employee regarding what does not meet definition of a grievance, or it is before the wrong party to hear your concern. She is encouraged by the language changes, because I think it can get confusing for employees to navigate those situations.

MOTION: Approval of changes to Nevada Administrative Code, Chapter 284, LCB File Number R076-15, that provides new information regarding an eligible grievance, defining a grievance, submission of forms, and contents, hearing before the Employee-Management Committee that procedure, and hearing before Employee-Management Committee continuance and abeyance.

BY: Chairperson Fox

SECOND: Commissioners Read

VOTE: Motion passed unanimously.

V. DISCUSSION AND APPROVAL OR DENIAL OF CLASS SPECIFICATION MAINTENANCE REVIEW

Action Item

A. Clerical & Related Services

1. Subgroup: Administrative Support

a. 2.222 Clerical Trainee

2. Subgroup: Supply Maintenance

a. 2.811 Supply Technician Series

Katie Holmberg: She presented Item 5A, 1A, the Clerical Training Class Specification. The class was reviewed by various departments and agency human resources' staff, and it was determined that minor revisions be made to the class concept to better reflect common duties performed by clerical trainees. The minimum qualifications and knowledge skills and abilities are consistent with current expectations. We respectfully request your approval of this class specification effective today.

Chairperson Fox: Asked, if the changes were in red. **Ms. Holmberg** confirmed.

Heather Dapice: She presented Item 5A, 2A, Supply Technician Series. In consultation with subject matter experts from multiple agencies, modifications made to the series concept to account for changes and verbiage used and duties performed. As a result of these adjustments minor changes were made to the class concept of the Supply Technician III, and Supply Assistant levels. Also, minor changes and minimal qualifications were required to represent these modifications, as well as to maintain consistency and structure and format.

Chairperson Fox: Asked if there were any questions from the Commission or the public.

MOTION: Approval of changes to Item 5A, the Clerical and Related Services Group.
BY: Commissioner Mauger
SECOND: Commissioner Sanchez
VOTE: Motion passed unanimously.

- B. Fiscal Management & Staff Services
 - 1. Subgroup: Financial
 - a. 7.140 Accountant Technician Series
 - 2. Subgroup: Public Information
 - a. 7.818 Retail Storekeeper Series

Rachel Baker: She presented Item 5B, 1A, Account and Technician Series. In conjunction with the biannual class specification maintenance review project, this series was reviewed by subject matter experts in the various agencies utilizing the classes. Based on input received and agreed upon, Human Resource Management recommends revisions be made to update the duty statements outlined in both the series and class concepts to reflect updated class titles, and to describe duties performed within the Nevada System of Higher Education (NSHE).

Additionally, the knowledge, skills and abilities of the classes were revised to expand and clarify the relevant acceptable knowledge, skill and/or ability required to be able to perform the duties outlined. And revisions were made to formatting, to maintain consistency with other class specifications. Furthermore, the number of credits required for each level were reduced in order to better reflect the accounting knowledge required at each level. It was felt that these reductions would greatly assist in recruiting efforts, especially at the II and the III levels.

Human Resource Management was assisted by subject matter experts who offered suggestions throughout the process and the changes are supported. We respectfully request your approval of this class specification effective today.

Heather Dapice: She presented Item 5B, 2A. In collaboration with subject matter experts from multiple agencies, it is recommended to add new language for the Nevada System of Higher Education (NSHE) to approve duties an incumbent may perform in a University retail environment. Also, language was added to account for changes in verbiage as well as changes in point of sale and e-commerce related duties. Minor

revisions were made to the minimum qualifications to account for these changes. Also, changes were made to both the entry level and full performance knowledge, skills, and abilities to maintain consistency with formatting structure.

Chairperson Fox: Asked if there were any questions from the Commission or the public.

Janine Nelson, HR Manager Business Center North, Nevada System of Higher Education (NSHE): Introduced herself and noted, a lot of NSHE activity on these specs and if I don't get an opportunity to say thank you, I'm just going to say it now.

Commissioner Sanchez: Noted, he's an employee of NSHE as an adjunct psychology instructor at the College of Southern Nevada, but doesn't feel there is a conflict.

Chairperson Fox: Noted, she's encouraged by the fact that you added a change to the minimum qualifications because there were some issues where they can apply for accountant instead of accounting technician. Good work there.

MOTION: Approval for the Fiscal and Management Staff series subgroup, Financial, Accountant, Technician series, and the subgroup Public Information, Retail Storekeeper series.
BY: Chairperson Fox
SECOND: Commissioner Read
VOTE: Motion passed unanimously.

- C. Medical, Health & Related Services
 - 1. Subgroup: Health Related Services
 - a. 10.229 Mid-Level Medical Practitioner
 - b. 10.231 Health Information Series
 - 2. Subgroup: Laboratory Services
 - a. 10.729 Laboratory Assistant Series
 - b. 10.726 Laboratory Technician Series
 - c. 10.769 Staff Research Associate Series

Rachel Baker: Introduced herself and noted, she will present the midlevel medical practitioner, Item 5C, 1A. In conjunction with subject matter experts from the Department of Corrections and the Division of Public and Behavioral Health, Human Resource Management recommends changes be made to the duty statement to update those duties performed by incumbents in this class. As such, the knowledge, skills and abilities were revised accordingly. The special requirements in education and experience were updated to reflect the professional title change within Chapter 632 of the Nevada Revised Statutes and Administrative Code from advanced practitioner of nursing to advanced practice registered nurse.

Additionally, it was distinguished in the special requirements that physician's assistants are licensed by the Board of Medical Examiners, whereas the advanced practice registered nurse is licensed by the State Board of Nursing. Human Resource Management was assisted by subject matter experts who offered suggestions throughout the process, and the changes are supported. They respectfully request your approval of this classification effective today.

Heather Dapice: Presented the recommendation for changes to the class specification for the Health Information series. Item 5C, 1B. In consultation with subject matter experts from multiple agencies, it is recommended to add a trainee level to the series to account for difficulties in recruitment and to allow for progression from within each agency.

Also, the education and experience section was amended to remove the requirements for certain certifications and substitute a Bachelor's Degree at the Health Information Coordinator II level and an Associate's Degree at the Health Information Coordinator I. The need for certification as either a registered Health Information Administrator, or registered Health Information Technician was moved to special requirements, as only certain agencies require this certification. In addition, minor revisions were made to the minimal qualifications to allow for experience in a more varied medical environment. Also, changes were made to both the entry level and full performance knowledge, skills, and abilities to maintain consistency with formatting structure.

Moving on to Item 5C, 2A, Laboratory Assistant. In consultation with subject matter experts from NSHE, Business Center North, and the Department of Agriculture, it is recommended to add new language for NSHE to include duties an incumbent may perform in a University Animal Care facility. Representative duties were added under the series and class concepts for each level. This change also resulted in additions to both the special requirements and informational notes to account for NSHE specific requirements.

Rachel Baker: Presented Items 5C, 2B and C, Laboratory Technician Series and the Staff Research Series. In conjunction with subject matter experts from the Nevada System of Higher Education and the Departments of Health and Human Services and Corrections, Human Resource Management recommends the series and class concepts be revised to update and accurately describe duties performed by incumbents in these classes. A description of representative duties performed by incumbents within NSHE was also added. In order for someone to legally draw blood at an accredited clinical laboratory, which is a laboratory that serves the general public, a person would need to hold a laboratory assistant license or higher. This is distinguishable from the one who perform the phlebotomy duties in a physician's office laboratory and must hold an office laboratory assistant's license. It is therefore recommended that a special requirement that some positions need either a laboratory assistant or an office laboratory assistant be added. Both licenses are offered by the Division of Public and Behavioral Health. Examples of accredited clinical laboratories include Dini-Townsend Hospital, Renown Health, Carson Tahoe Regional Center, et cetera. And additionally, minor changes were made to the knowledge, skills, and/or abilities to maintain formatting with other class specifications.

Item 5B, 2C the staff research associate series, working with subject matter experts from NSHE, Human Resource Management recommends revisions be made to the series and class concepts to update and describe the duties performed by incumbents in these classes. The minimum qualifications have been revised in order to expand and clarify the type of relevant and acceptable experience required and again the knowledge, skills and abilities were modified in order to accommodate the formatting now used.

It is further recommended that a special requirement and informational notes be revised to reflect that incumbents working in an animal care facility are considered to be essential personnel, and therefore may be required to work weekends, holidays and report to work during campus closures.

Additionally, that some positions require an incumbent to travel and possess a valid driver's license. Human Resource Management was assisted by subject matter experts and offered - who offered suggestions throughout the process, and the changes are supported. They respectfully request approval of these class specifications.

Chairperson Fox: Asked if there were any questions from the Commission or the public.

Commissioner Spurlock: Asked Ms. Baker, on the midlevel medical practitioner, he wanted to ensure that it was something that was changed in NRS, but that NRS change to change the wording to advance practice registered nurse, was this a reflection of an industry standard.

Ms. Baker: Confirmed.

Commissioner Sanchez: Noted, he's glad to see that there's an update to the DSM-5 from the DSM-4, but in looking at the ICD-10 it's his understanding that there's work right now going on with an ICD-11, if that does occur in the future, then will that change be made and brought before the Commission?

Ms. Baker: Confirmed.

Chairperson Fox: Asked if there were any questions from the Commission or the public.

MOTION: Approval of 5C, Medical, Health and Related Services, Sections 1A, 1B, 2A, 2B, 2C.
BY: Commissioner Read
SECOND: Chairperson Fox/Sanchez
VOTE: Motion passed unanimously.

VI. DISCUSSION OF REQUEST BY SUNSET SUBCOMMITTEE OF THE LEGISLATIVE COMMISSION; APPROVAL OF RESPONSE

Action Item

Peter Long: Explained that the Sunset Subcommittee of the Legislative Commission has selected the Personnel Commission for review along with other boards and committees for which the Department of Administration provides support. We have put together a letter for review and response to a set of standardized questions, a summary of the FY16/17 operating budget, a statement setting forth the incoming expenses of the Commission for at least three years, the most recent legislative audit, or other audit of the Commission, any reports required to be filed with the Legislative and Executive Branch over the past three years, copies of the minutes of the immediately preceding six meetings of the Commission and a copy of the organizational chart showing the governing structure of the Commission and its staff.

This report is attached and basically we are looking for any input or ultimately approval that this be what we provide to the Sunset Subcommittee. There will be a meeting in March or April, Chairperson Fox has agreed to attend.

Commissioner Sanchez: Asked if the meeting date was March 15th. **Mr. Long:** Confirmed but stated he was not sure on time as it is a stacked agenda. **Commissioner Sanchez:** Noted that he's available to attend. **Mr. Long:** Noted that they will provide the agenda and times as soon as they have more information.

Chairperson Fox: Noted, she is going to attend this hearing before the Sunset Committee and is interested in learning from all the Commissioners specifically something they want emphasized, articulated to the Sunset Subcommittee. One of the things that she's paid particular attention to in the last four to five years is the streamlining of processes, and clarification of procedures and information for employees. This commitment to efficiency and better communication with employees is something that has stood out for a while now. There's software implementations to try and expedite whether it's paid employees, or the performance evaluation system. She's never done one of these. She has no sense of how this will or won't go.

Commissioner Spurlock: Noted he has thought about this quite a bit. He works in a public agency for his regular job that has a civil service system, and is making some comparisons. He's not real concerned

about this kind of a meeting, because the real issue are inactive commissions that haven't met for 10 or 20 years, and we're not anywhere near the same category as those kind of bodies. He does agree. One of the challenges working in a civil service system, and there are similarities here is the streamlining of the processes.

He added, he thinks no matter what might otherwise be eliminated or be able to streamline, this body will always serve an extremely important purpose, if nothing else as the final stop for an employee in appealing their classification issues, even if we did nothing else, that is critical, and a critical need. What is seen in his work, and it's reflected here, he is curious for staffing, but maybe at some point is sometimes just as an extreme example. If he wanted to just change one word in a classification, in his agency that was covered by civil service, and he only meet twice a month for civil service, and the time from the second meeting of the month, the first meeting of the next month might not be two weeks, it might be three weeks. If he has the most minor disagreements with the department that he's working with, and then certainly the union that he's working with, we're talking about a one-word change that can make something turn into two or three months very, very easily. And it has significant impact on recruitment times and recruitment processes and so on.

He further added, he would just be curious. It's a little different with the State. They tend to look at these classifications on a cyclical basis, so when they do look at them, as you can see from the work that we just voted on, it's very, very thorough, they do a lot at once when they do have to address it. But as an example, Peter Long, or one of his staff, just in theory, even if it was a one-word change from the time it was first brought up by a department to the point where it would ever get here, voted on, and implemented if passed, what kind of minimum timeframes are you talking about? Again, it's an extreme example, but that would be the kind of example that you would use to this Commission to show you know yes, there are some changes that we'd like to see, but only from a streamlining standpoint.

Commissioner Sanchez: Noted, we do have some members of this Committee who have had public service experience and would have an open ear to your comments.

Commissioner Read: Noted, after hanging around here for quite a long time, he would say that the process made with Hearing Officers is really to be commended. We've made tremendous progress with that. The system today is much better than when I came on several years ago.

Commissioner Mauger: Noted, he's relatively new. On behalf of the employees, or employees of the State from a later prospective, he believes the Personnel Commission is extremely needed on their behalf, because it gives them a process to go through to get to whatever end is determined. And without this Commission, the employees of the State of Nevada would suffer.

Chairperson Fox: Asked if there were any questions from the Commission or the public.

Peter Long: Asked to address Commissioner Spurlock's question on the minimum turn-around time for a spec revision, and if it's something minimal as you suggested, a word or two, or if you look at Item 8, or Item 7 on our Agenda, report of uncontested classification changes, that's where we would typically deal with something like that. An agency raises a current concern and if it's simple that we can do, we make that change. We post it. But to be honest, and per statute, that posting has to be for 20 working days, it basically works out to be a month. And by the time the request is received by us and we reach back out to the agency, and you know can schedule some subject matter experts to talk and that kind of thing, probably minimally what we're looking at is 60 days for a small spec revision.

Chairperson Fox: Asked if there were any questions from the Commission or the public. There was none. She added that if there were additional comments on this or recommendations, email her or Tawny.

MOTION: Approval of the report being presented to Sunset Subcommittee of the Legislative Commission.
BY: Chairperson Fox
SECOND: Commissioner Read
VOTE: Motion passed unanimously.

VII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES

Chairperson Fox noted that this Agenda Item requires no action from the Commission.

VIII. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS

Chairperson Fox stated that the next meeting is certain for June 10, 2016. The following meeting was decided for September 30, 2016.

IX. PUBLIC COMMENT NOTICE: Read into record by Chairperson Fox

No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

Chairperson Fox: Noted that Lee-Ann Easton wanted to make comment.

Lee-Ann Easton: Introduced herself to the Commission and commented: I would like to publicly thank some very important people. First, I would like to thank Chairwoman Fox and all the Commissioners for being so impressive to work with and voluntarily contributing so much to ensure that the State is fair and consistent in our personal practices and how employees are treated. So thank you all very much. It's truly been my honor and pleasure to work with each of you.

To all the personnel officers and agencies out there, and representatives, you guys really have put a lot of effort and time into our workshops and our regulations, the users of the agencies to run your organizations, we rely on you to review and help us make those changes. And we thank you very, very much. And now to my staff, and this is going to get harder and harder. But I'm not going far, I just want to state that, I'm not going far.

I want to thank my wonderful assistant Tawny Polito, who always kept me organized and on schedule and everything else she did, sorry. I'm really not going very far with this. I didn't expect to be emotional. And of course my Deputies, Peter Long, who is now acting Administrator and Peter I know you're going to do an amazing job. And Shelley Blotter who helped me run the Agency on a day-to-day basis, and just so you know she is not here today due to a family emergency - she told me it was okay to say on record. And to all of our HR staff and Human Resource Management for the hard work and dedication over the last four plus years that I've been here.

When I was hired into this role, I was told I needed to foster a more positive work environment and focus on customer service, while streamlining processes and move the Division in a forward motion - forward direction. I knew I couldn't do that without the help of every single staff member. Well, all I can tell you is they all jumped in, they jumped on board, they're amazing people. Hands down, the best employees I've ever worked with and people.

But a few of the highlights, I just wanted to bring up that they've accomplished, that we've accomplished as a team, but I have to give them credit, because they worked very, very hard to implement all of these is

- we've streamlined the recruitment and testing process. We took approximately 83 written tests and weeded it down to about 27. We - in four basic categories, we unranked over 68 lists of agencies to review applications and pick the people that are most qualified for their skillset and not just the scores.

We've revised multiple processes and regulations to change the recruitment and testing process and other processes as well. We created a mid-level manager's academy based on climate study results, showing that we needed to train our mid-level managers on how to actually deal with situations and employees to foster a positive work environment. We've streamlined classes, we're moving from a platform training module to a more consultation training to help agencies better manage their training needs. We're in the process of developing a supervisory certification program. We're in the process of creating a Veteran's program. We hired a Veteran's coordinator to create the Veteran's program to bring in more Veterans into our State. We've centralized the employee hearing process to provide more consistency in hearing decisions and which also with the cost savings and to provide more timely responses.

We've automated many processes, including the self service module that we just launched in December, and I want to say thank you to Michael Shannon, he's been our Project Manager on all the automation, he's amazing. We're working very close to rolling out the training on the ESMTs so the agency personnel, officers, and reps can enter directly from their desk. We're automating the work performance standards and evaluation process, the employee's service jackets, we're creating a web-based payroll reconciliation, and projection module.

And we just recently launched HR 1-2-3, which managers and personnel staff can use as a resource to quickly find information on special topics, or specific topics and we included the NRS's and NACs for those topics in an effort to provide convenience and more consistency statewide.

These are only a few of the highlights that we've done over the last four years. I really cannot tell you how amazing our staff is. They'll always have a special place in my heart.

But in closing, I just have thoroughly enjoyed my role as Administrator, but I know without a doubt that it was largely due to my wonderful, hard-working, dedicated staff. So thank you all for making my time as your Administrator very memorable and now as your Deputy Director, I look forward to continuing our great work together. Boy, I'm glad I got through that. [applause] I really didn't expect this to be so emotional for me, but it is, even though I'm not going far. So thank you all very, very much.

Commissioner Sanchez: Commented: I've always considered you to be a colleague, et cetera, and I've tried to count on my hands how many directors I've had to say goodbye to, and you've listed all of the things that you have accomplished and are projecting to be accomplished, et cetera. But I think the one thing that I will personally miss is your shining, bright personality. Best wishes to you.

Commissioner Read: Commented: Lee-Ann it's been a joy, a kind of long in review, but it has been wonderful to see the Personnel Commission make the advances. When I first started, to be very truthful with you, I was a little embarrassed a couple times by staff presentations that are needed. I said we've got to be able to do a little bit better than that. I know Peter and I have had this discussion a few times. And I have not felt that in probably the last six, seven years. So I want you to know that I really commend you on a wonderful job. You had a fantastic reign. And I definitely will miss you. Thank you.

Peter Long: Commented: If I could, I started thinking this morning that I've been in the work force for over 40 years, and that made me feel pretty old actually but in all that time, I've had a lot of supervisors and a lot of managers, and I can honestly and truly say that Lee-Ann is at the top of that list. The way she manages and allowing her staff to do their job and the word "micromanager" is nowhere close or doesn't even apply to her. She uses our expertise and relies on that, and provides constructive input, and that's one

of the reasons that we're so motivated to do the things that she has asked us to do and progressing the Division into I'll say the 20th Century, not the 21st, because we have quite a ways to go. But I think we're getting there. And you know I appreciate her and Director Patrick Cates in having the trust in me to appoint me the Interim Administrator. But I just want to say that whoever ultimately takes this job has very big shoes to fill. And so you've set an example for us and we hope to carry it forward in the future, and we'll do our best to meet your expectations.

Chairperson Fox: Commented: Lee Ann, I'm like David and all the other Commissioners that we have a very long career in Human Resources employee issues, et cetera, and you know there's this technical thing that we all do related to our profession. But it pales in comparison in terms of how we relate to employees, the level of empathy and regard and respect we have for employees. And I think that you've really done a good job in terms of articulating that to this Commission as well as you know role modeling that to your - not only your employees, but you know other managers within the State of Nevada. So I applaud you for that. Because at the end of the day, it's relationships with people that we love and respect that really define us as human beings, in my opinion.

I'll miss working with you. I've really enjoyed our time together, and you know I say this every opportunity I can, you know I have a lot of admiration for the Division of Human Resources Management in the State. I applaud you for the work you do. I feel like sometimes you aren't recognized to the extent I think you should be and also to State of Nevada employees. So I think for 13,000 plus employees, God I love the State of Nevada, doing really good work. You'll be missed. Peter, you've got some big shoes to fill, but I'm confident that you will do it in Peter Long style. So congratulations, but I know you'll be missed.

Lee-Ann Easton: Commented, thank you very much. I can't even imagine what it's going to be like when I actually retire. I'm going to be - I'm going to need boxes of tissues. But thank you. I can't tell you how much I'm going to miss everyone and working with you all, and just the whole staff. They've just - you know I wasn't - just for the record, I wasn't really looking for a position, I really thought I was going to retire in this, and it just happened to you know come up and I was offered, and I accepted, and one of the reasons was you know I knew I was still going to be in the department as the Deputy, so I could still work with these wonderful people, and everybody else. So thank you so much.

Chairperson Fox: Asked if there were any questions from the Commission or the public.

Commissioner Mauger: Commented, there's a quality about Ms. Easton that you know and the old saying is "enthusiasm rubs off". It certainly shows with Ms. Easton and the quality of work that comes out of her department and her enthusiasm for her employees, believe me from an employee perspective that means a lot. So I want to wish you the best in the future, and it was a pleasure working with you.

Lee-Ann Easton: Commented, thank you so much. I just can't tell you how much your comments mean to me, all of them, thank you.

Chairperson Fox: Asked if there were any public comments. There were none.

X. ADJOURNMENT

Chairperson Fox: Adjourned the meeting.

Personnel Commission Meeting
June 10, 2016

FOR INFORMATION ONLY

Attached is a list of classes and positions which have previously been approved for pre-employment testing. This list has been provided for you to use as a reference when determining which classes and/or positions the Commission may wish to approve at this meeting.

STATE OF NEVADA
CLASSES APPROVED FOR PRE-EMPLOYMENT DRUG TESTING
CHANGES EFFECTIVE DECEMBER 4, 2015

(All positions in each class have been approved for pre-employment drug testing, unless otherwise noted
 (*) ~~for~~ specific agency(s) and/or position(s). Classes in ***bold/italics*** are new to the list.)

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
1.608	FIELD ASSISTANT II (PARC)	
1.737	BIOLOGIST I*	AGR - PCN 4600-0025
1.770	WILDLIFE AREA SUPERVISOR II	
1.771	WILDLIFE AREA SUPERVISOR I	
1.772	FISH HATCHERY SUPERVISOR II	
1.774	FISH HATCHERY SUPERVISOR I	
1.776	FISH HATCHERY TECHNICIAN III	
1.778	FISH HATCHERY TECHNICIAN II	
1.780	FISH HATCHERY TECHNICIAN I	
1.785	WILDLIFE AREA TECHNICIAN III	
1.786	WILDLIFE AREA TECHNICIAN II	
1.787	WILDLIFE AREA TECHNICIAN I	
1.811	FORESTER III	
1.812	FIRE MANAGEMENT OFFICER II	
1.813	FORESTER II	
1.814	FIRE MANAGEMENT OFFICER I	
1.816	BATTALION CHIEF	
1.817	CONSERVATION CREW SUPERVISOR III	
1.818	FORESTER I	
1.819	FIREFIGHTER II	
1.820	CONSERVATION CREW SUPERVISOR II	
1.822	FIRE CONTROL DISPATCHER III	
1.823	SEASONAL FIRE CONTROL DISPATCHER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.824	SEASONAL FIRE CONTROL DISPATCHER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.825	CONSERVATION CREW SUPERVISOR I	
1.826	FIRE CONTROL DISPATCHER II	
1.827	FIRE CONTROL DISPATCHER I	
1.828	SEASONAL FIREFIGHTER III*	DCNR-FORESTRY DIVISION - ALL PCNS
1.829	SEASONAL FIREFIGHTER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.831	SEASONAL FIREFIGHTER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.835	HELITACK SUPERVISOR	
1.850	FIRE CAPTAIN	
1.852	FIREFIGHTER I	
1.907	PARKS REGIONAL MANAGER (NON-COMMISSIONED)	
1.912	PARK INTERPRETER	
1.918	LIFEGUARD II	
1.919	LIFEGUARD I	
1.921	PARK RANGER III (NON-COMMISSIONED)	
1.922	PARK RANGER II (NON-COMMISSIONED)	
1.923	PARK RANGER I (NON-COMMISSIONED)	
1.967	PARK SUPERVISOR III (NON-COMMISSIONED)	
1.968	PARK SUPERVISOR II (NON-COMMISSIONED)	
1.969	PARK SUPERVISOR I (NON-COMMISSIONED)	
2.124	MAIL SERVICE SUPERVISOR*	BCN - ALL PCNS
2.126	MAIL SERVICE TECHNICIAN*	BCN - ALL PCNS
2.127	MAIL SERVICE CLERK I*	BCN - ALL PCNS
2.129	MAIL SERVICE CLERK II*	BCN - ALL PCNS
2.153	LEGAL SECRETARY II*	TAXI - PCN 0038

CLASS/ TITLE CODE	<u>TITLE</u>	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
2.210	ADMINISTRATIVE ASSISTANT IV*	DPS - PCNS 3743-0106, 3743-33, 4702-322, 4709-42, 4709-70, 4709-71, 4709-72, 4709-73, 4709-206, 4709-625, 4709-645, 4709-665, 4709-1004, 4709-1006, 4709-1007, 4709-1009, 4709-8004, 4709-8018, 4709-9013, 4713-0706, 4713-155, 4713-805; TAXI - PCN 0023
2.211	ADMINISTRATIVE ASSISTANT III*	DMVN PCNS RE7015, WF7047; DPSN PCNS 3743-0028, 3743-5, 3743-15, 3743-17, 3743-32, 3743-34, 3743-60, 3743-61, 3743-62, 3743-64, 3743-65, 3743-1011, 3743-1014, 3743-1017, 3743-1020, 3744-10, 3744-13, 3744-16, 3744-19, 3744-51, 3744-147, 3744-315, 3744-328, 3744-648, 3744-705, 3744-871, 3744-11033, 3744-11034, 4709-36, 4709-37, 4709-58, 4709-620, 4709-630, 4709-8005, 4709-8007, 4709-8010, 4709-8011, 4709-8016, 4709-8017, 4709-8019, 4709-8020, 4709-8021, 4709-9001, 4709-9002, 4709-9011, 4709-9012; TAXIN PCNS 0011, 0061
2.212	ADMINISTRATIVE ASSISTANT II*	DPS - PCNS 3743-1021, 4709-2, 4709-9003, 4709-9004, 4709-9005, 4709-9006, 4709-9007, 4709-9008, 4709-9009, 4709-9010, 4709-16, 4709-17, 4709-18, 4709-25, 4709-26, 4709-34, 4709-57, 4709-62, 4709-204, 4709-205, 4709-605, 4709-660, 4709-8006, 4709-8008, 4709-8009, 4713-0870, 4733-32; TAXI - PCNS 0003, 0013, 0020, 0043, 0046, 0066, 0074, 0075, 0092, 0095
2.301	ACCOUNTING ASSISTANT III*	DPSN PCNS 3743-16, 4709-38, 4709-8022
2.303	ACCOUNTING ASSISTANT II*	DPSN PCN 4709-15
2.819	SUPPLY TECHNICIAN III*	PURCHASING - PCN 0027
2.824	SUPPLY TECHNICIAN II*	PURCHASING - PCN 0029; BCN - ALL PCNS
2.827	SUPPLY ASSISTANT*	BCN - ALL PCNS
2.836	SUPPLY TECHNICIAN I*	BCN - ALL PCNS
3.203	FOOD SERVICE COOK/SUPERVISOR II*	BCN - ALL PCNS
3.206	FOOD SERVICE COOK/SUPERVISOR I*	BCN - ALL PCNS
3.213	FOOD SERVICE WORKER II*	BCN - ALL PCNS
3.218	FOOD SERVICE WORKER I*	BCN - ALL PCNS
3.505	DRIVER - SHUTTLE BUS	
3.506	DRIVER - VAN/AUTOMOBILE	
3.520	FAMILY SUPPORT WORKER III*	BCN - ALL PCNS
3.521	FAMILY SUPPORT WORKER II*	BCN - ALL PCNS
3.524	FAMILY SUPPORT WORKER I*	BCN - ALL PCNS
5.103	PRINCIPAL	
5.104	VICE PRINCIPAL	
5.106	ACADEMIC TEACHER	
5.112	VOCATIONAL EDUCATION INSTRUCTOR	
5.174	CHILD CARE WORKER II*	BCN - ALL PCNS
5.175	CHILD CARE WORKER I*	BCN - ALL PCNS
6.209	SUPERVISOR III, ASSOCIATE ENGINEER*	NDOT - PCNS 017009, 017046, ALL PCNS BEGINNING W/ 930
6.211	SUPERVISOR II, ASSOCIATE ENGINEER*	NDOT - PCNS 027006, 028006, 255001, ALL PCNS BEGINNING W/ 930
6.215	SUPERVISOR I, ASSOCIATE ENGINEER*	NDOT - PCNS 017021, 017034, 017048, 028008, ALL PCNS BEGINNING W/ 930
6.223	ADMINISTRATOR I, PROFESSIONAL ENGINEER*	NDOT - PCN 301012
6.224	MANAGER I, PROFESSIONAL ENGINEER*	NDOT - ALL PCNS BEGINNING W/ 930
6.228	STAFF II, ASSOCIATE ENGINEER*	NDOT - PCNS 018024, 018025, 018036, 018037, 018046, 018047

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
6.229	STAFF I, ASSOCIATE ENGINEER*	NDOTN PCNS 020014, 034001N255002, 080001N 080002, 080005, 080006, 080007, 080010
6.305	ENGINEERING TECHNICIAN V*	NDOT - PCN 028015
6.308	ENGINEER TECHNICIAN IV*	NDOT - PCN 027023, ALL PCNS BEGINNING W/ 930
6.313	ENGINEERING TECHNICIAN III*	NDOT - PCNS 017037, 017038, 017039, 017040, 017041, 017042, 017050, 017051, 017052, 027019, 027022, 028010, 028011, 028013, 028016, 028021, 028022, 028030, 101342, 255003, ALL PCNS BEGINNING W/ 930
6.355	ARCHITECTURAL DRAFTER IV*	BCN - ALL PCNS
6.358	ARCHITECTURAL DRAFTER III*	BCN - ALL PCNS
6.750	CONSTRUCTION PROJECT COORDINATOR III*	BCN - ALL PCNS
6.751	PROJECT MANAGER III*	BCN - ALL PCNS
6.754	BUILDING CONSTRUCTION INSPECTOR III*	BCN - ALL PCNS
6.758	CONSTRUCTION PROJECT COORDINATOR II*	BCN - ALL PCNS
6.762	PROJECT MANAGER II*	BCN - ALL PCNS
6.763	PROJECT MANAGER I*	BCN - ALL PCNS
6.966	DEVELOPMENT TECHNICIAN IV*	BCN - ALL PCNS
6.978	DEVELOPMENT TECHNICIAN III*	BCN - ALL PCNS
6.979	DEVELOPMENT TECHNICIAN II*	BCN - ALL PCNS
6.980	DEVELOPMENT TECHNICIAN I*	BCN - ALL PCNS
6.981	ELECTRONICS TECHNICIAN II*	BCN, NDOC - ALL PCNS
6.987	ELECTRONICS TECHNICIAN III*	BCN, NDOC - ALL PCNS
6.988	ELECTRONICS TECHNICIAN I*	BCN, NDOC - ALL PCNS
7.141	ACCOUNTANT TECHNICIAN II*	DPSN PCNS 0030, 4709-1010
7.143	ACCOUNTANT TECHNICIAN I*	DPS - PCN 4733-30
7.154	AUDITOR II*	DHHS PBH - PCNS 0031, 0033, 0041
7.217	ADMINISTRATIVE SERVICES OFFICER II*	DPS - PCN 4709-23
7.218	ADMINISTRATIVE SERVICES OFFICER I*	DPS - PCN 3743-6
7.519	TRAINING OFFICER I*	NDOT - ALL PCNS
7.524	TRAINING OFFICER II*	DPS - NHP - HAZARDOUS MATERIALS - PCN 5
7.624	MANAGEMENT ANALYST III*	DPSN PCNS 4709-3, 4709-200
7.625	MANAGEMENT ANALYST II*	DPSN PCN 4709-39; TAXI - PCNS 0002, 0078
7.637	MANAGEMENT ANALYST I*	DPS - PCNS 3743-9, 3743-79, 4709-40
7.643	PROGRAM OFFICER III*	DHHS PBH - PCN 0038; DPS - PCN 4702-0086
7.647	PROGRAM OFFICER II*	DMV - PCN CC4019; DPS - PCNS 3743-1022, 4709- 19, 4709-24, 4709-35, 4709-8003, 4709-8012
7.649	PROGRAM OFFICER I*	DPSN PCN 3744-82; FIRE MARSHALN PCNS 4, 106; NDOCN PCNS 3710-0064, 3710-0202; BCN - PCNS 41234, 41672, 41673
7.653	PUBLIC SERVICE INTERN II*	NDOT - ALL PCNS BEGINNING W/ 940
7.655	BUSINESS PROCESS ANALYST III*	DPS - PCN 4709-8023
7.656	BUSINESS PROCESS ANALYST II*	DPS - PCNS 4702-0046, 4709-8024, 4709-8025
7.665	PUBLIC SERVICE INTERN I*	MIN - PCNS 09015, 09016, 09017, 09018, 09019, 09020, 09022, 09023
7.713	TRANSPORTATION TECHNICIAN III*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.714	TRANSPORTATION TECHNICIAN IV*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.715	TRANSPORTATION TECHNICIAN II*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.722	TRAFFIC CENTER TECHNICIAN SUPERVISOR	
7.724	TRAFFIC CENTER TECHNICIAN II	
7.725	TRAFFIC CENTER TECHNICIAN I	
7.726	TRAFFIC CENTER TECHNICIAN TRAINEE	
7.745	STATISTICIAN II*	DPS - PCN 4709-21
7.901	CHIEF IT MANAGER*	DPS - PCN 0005; NDOTN PCN 016060
7.902	IT MANAGER III*	DPS - PCNS 0127, 4709-0207, 4733-35
7.904	IT MANAGER I*	DPS - PCN 0020; NDOT - PCN 016065; BCN UNR - PCN 42286

CLASS/ TITLE CODE	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
7.921	IT PROFESSIONAL IV*	DPS - PCNS 0010, 0025, 0036, 0040, 0045, 0100, 01N1, 0125, 4733-1N5; NDOTN PCNS 016061N 016063
7.925	IT PROFESSIONAL III*	DPSN PCNS 0055, 0070, 0105, 01N2, 01N5, 0120, 0128, N0130, N0135, N0145, N709-01N0, N733-46; NDOTN PCNS 016062, 016064, 91001N92001N93002; BCN UNRNALL FACILITIES SERVICES PCNS
7.926	IT PROFESSIONAL II*	DPS - PCNS 0015, 0050, 01N0, 0200, 0201, 0202, 0251, 0260, 0450 0677, 0681, 0129, 4733-301; NDOT - PCNS 91005, 92002, 93001N93003, 95001N96001N 92003, 93005, 94003; BCN UNR - ALL FACILITIES SERVICES PCNS
7.928	IT TECHNICIAN VI*	DPS - PCNS 0026, 0204, 0205, 4733-230, 4733-235, 4733-240
7.929	IT PROFESSIONAL I*	DPS - PCN 0090; BCN UNR - ALL FACILITIES SERVICES PCNS
7.931	IT TECHNICIAN V*	DPS - PCN 4733-220
7.935	IT TECHNICIAN IV*	DPS - PCNS 0065, 0075, 0080, 0085, 0095, 0096
7.940	IT TECHNICIAN III*	DPS - PCN 4733-314, 4733-353
7.943	IT TECHNICIAN TRAINEE*	DPS - ALL PCNS
7.951	IT PROFESSIONAL TRAINEE*	DPS - ALL PCNS; BCN UNRNALL FACILITIES SERVICES PCNS
9.103	HIGHWAY MAINTENANCE MANAGER	
9.106	HIGHWAY MAINTENANCE SUPERVISOR II	
9.115	HIGHWAY MAINTENANCE SUPERVISOR I	
9.117	HIGHWAY MAINTENANCE WORKER IV	
9.120	HIGHWAY MAINTENANCE WORKER III	
9.127	HIGHWAY MAINTENANCE WORKER II	
9.130	HIGHWAY MAINTENANCE WORKER I	
9.137	HIGHWAY CONSTRUCTION AID	
9.200	SPECIAL EQUIPMENT OPERATOR III	
9.201	EQUIPMENT OPERATION INSTRUCTOR	
9.203	SPECIAL EQUIPMENT OPERATOR II	
9.204	GROUND EQUIPMENT OPERATOR I*	BCN - ALL PCNS
9.208	DRIVER WAREHOUSE WORKER TRAINEE*	NDOC - ALL PCNS
9.209	GROUND EQUIPMENT OPERATOR II*	BCN - ALL PCNS
9.210	DRIVER WAREHOUSE WORKER I	
9.211	DRIVER WAREHOUSE WORKER II	
9.212	DRIVER WAREHOUSE SUPERVISOR	
9.315	HIGHWAY EQUIPMENT MECHANIC SPVR I	
9.317	HIGHWAY EQUIPMENT MECHANIC III	
9.318	HIGHWAY EQUIPMENT MECHANIC II	
9.321	HIGHWAY EQUIPMENT MECHANIC I	
9.322	EQUIPMENT MECHANIC IV*	BCN, DCNR-FORESTRY DIVISION - ALL PCNS
9.323	EQUIPMENT MECHANIC III*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOW - ALL PCNS
9.326	EQUIPMENT MECHANIC-IN-TRAINING IV*	BCN, NDOT - ALL PCNS
9.327	AUTO BODY WORKER*	NDOT - ALL PCNS
9.328	EQUIPMENT MECHANIC-IN-TRAINING III*	BCN, NDOT - ALL PCNS
9.330	EQUIPMENT MECHANIC-IN-TRAINING II*	BCN, NDOT - ALL PCNS
9.331	EQUIPMENT MECHANIC II*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.332	EQUIPMENT MECHANIC-IN-TRAINING I*	BCN, NDOT - ALL PCNS
9.333	EQUIPMENT MECHANIC I*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.334	FLEET SERVICE WORKER IV*	BCN, NDOT - ALL PCNS
9.335	FLEET SERVICE WORKER III*	BCN, NDOT - ALL PCNS

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
9.336	FLEET SERVICE WORKER II*	BCN, NDOT - ALL PCNS
9.337	FLEET SERVICE WORKER I*	BCN, NDOTN ALL PCNS
9.353	AVIATION SERVICES OFFICER	
9.354	CHIEF PILOT	
9.355	PILOTNII	
9.356	PILOTNII	
9.357	AIRCRAFT MAINTENANCE SPECIALIST	
9.359	PILOTNII	
9.404	HVACR SPECIALIST IV*	BCN - ALL PCNS
9.408	HVACR SPECIALIST II*	BCN, NDOC - ALL PCNS
9.413	HVACR SPECIALIST III*	BCN, NDOC - ALL PCNS
9.417	WELDER I*	BCN, NDOC, NDOTN ALL PCNS
9.418	LOCKSMITH I*	BCN, NDOC - ALL PCNS
9.420	HEAT PLANT SPECIALIST II*	BCN, NDOC - ALL PCNS
9.421	HVACR SPECIALIST I*	BCN, NDOC, NDOT - ALL PCNS
9.422	HEAT PLANT SPECIALIST IV*	BCN, NDOC - ALL PCNS
9.423	CARPENTER I*	BCN, NDOC, NDOT - ALL PCNS
9.424	CARPENTER II*	BCN, NDOC - ALL PCNS
9.425	HEAT PLANT SPECIALIST III*	BCN, NDOC - ALL PCNS
9.426	ELECTRICIAN I*	BCN, NDOC, NDOT - ALL PCNS
9.428	HEAT PLANT SPECIALIST I*	BCN, NDOC - ALL PCNS
9.429	PAINTER I*	BCN - ALL PCNS
9.430	WELDER II*	BCN, NDOC, NDOT - ALL PCNS
9.431	LOCKSMITH II*	BCN, NDOC - ALL PCN'S
9.432	PLUMBER I*	BCN, NDOC - ALL PCNS
9.434	EVENTS CENTER TECHNICIAN II*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.437	EVENTS CENTER TECHNICIAN I*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.439	CARPENTER III*	BCN - ALL PCNS
9.441	MAINTENANCE REPAIR SPECIALIST I*	BCN, NDOC, NDOT, NDOW, NSVH - ALL PCNS
9.445	MAINTENANCE REPAIR SPECIALIST II*	BCN, NDOC, NDOW - ALL PCNS
9.447	ELECTRICIAN II*	BCN, NDOC, NDOT - ALL PCNS
9.448	ELECTRICIAN III*	BCN, NDOC, NDOT - ALL PCNS
9.459	PAINTER II*	BCN - ALL PCN'S
9.460	PAINTER III*	BCN - ALL PCNS
9.462	PLUMBER II*	BCN, NDOC - ALL PCNS
9.463	PLUMBER III*	BCN - ALL PCNS
9.465	CRAFT WORKER-IN-TRAINING IV*	BCN - ALL PCNS
9.466	CRAFT WORKER-IN-TRAINING III*	BCN - ALL PCNS
9.467	CRAFT WORKER-IN-TRAINING II*	BCN - ALL PCNS
9.468	CRAFT WORKER-IN-TRAINING I*	BCN - ALL PCNS
9.470	THEATER TECHNICIAN I*	BCN - ALL PCNS
9.471	THEATER TECHNICIAN II*	BCN - ALL PCNS
9.481	MAINTENANCE REPAIR AID IV*	BCN - ALL PCNS
9.482	MAINTENANCE REPAIR AID III*	BCN - ALL PCNS
9.483	MAINTENANCE REPAIR AID II*	BCN - ALL PCNS
9.484	MAINTENANCE REPAIR AID I*	BCN - ALL PCNS
9.485	MAINTENANCE REPAIR WORKER IV*	BCN, NDOCN ALL PCNS
9.486	MAINTENANCE REPAIR WORKER III*	BCN, NDOCN ALL PCNS
9.487	MAINTENANCE REPAIR WORKER II*	BCN, NDOC, NSVH - ALL PCNS
9.488	MAINTENANCE REPAIR WORKER I*	BCN, NDOC, NSVH - ALL PCNS
9.496	WASTEWATER TREATMENT OPERATOR II*	NDOC - ALL PCNS
9.497	WASTEWATER TREATMENT OPERATOR I*	NDOC - ALL PCNS
9.514	RANCH MANAGER*	BCN UNRN PCN 41N54
9.534	RESEARCH AID II*	BCN - ALL WOLF PACK MEATS PCNS
9.555	RESEARCH AID I*	BCN - ALL WOLF PACK MEATS PCNS
9.580	RESEARCH TECHNICIAN*	BCN - ALL WOLF PACK MEATS PCNS
9.603	FACILITY MANAGER*	BCN, NDOC - ALL PCNS
9.606	FACILITY SUPERVISOR III*	BCN, NDOC - ALL PCNS

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
9.609	FACILITY SUPERVISOR II*	BCN, NDOC - ALL PCNS, NDOT - PCN 302001
9.610	GROUNDS SUPERVISOR III*	BCN - ALL PCNS
9.612	FACILITY SUPERVISOR I*	BCN, NDOC - ALL PCNS
9.616	CUSTODIAL SUPERVISOR IV*	BCN - ALL PCNS
9.617	CUSTODIAL SUPERVISOR III*	BCN - ALL PCNS
9.620	GROUNDS SUPERVISOR II*	BCN - ALL PCNS
9.623	CUSTODIAL SUPERVISOR II*	BCN - ALL PCNS
9.625	CUSTODIAL SUPERVISOR I*	BCN - ALL PCNS
9.627	GROUNDS SUPERVISOR I*	BCN - ALL PCNS
9.630	GROUNDS MAINTENANCE WORKER V*	BCN - ALL PCNS
9.631	CUSTODIAL WORKER II*	BCN - ALL PCNS
9.633	GROUNDS MAINTENANCE WORKER IV*	BCN - ALL PCNS
9.634	CUSTODIAL WORKER I*	BCN - ALL PCNS
9.635	GROUNDS MAINTENANCE WORKER III*	BCN - ALL PCNS
9.637	FACILITY ATTENDANT*	BCN - ALL PCNS
9.639	GROUNDS MAINTENANCE WORKER II*	BCN - ALL PCNS
9.641	GROUNDS MAINTENANCE WORKER I*	BCN - ALL PCNS
10.124	PSYCHOLOGIST IV*	NDOC - ALL PCNS
10.126	PSYCHOLOGIST III*	NDOC - ALL PCNS
10.132	PSYCHOLOGIST II*	NDOC - ALL PCNS
10.139	MENTAL HEALTH COUNSELOR II*	NDOC - ALL PCNS
10.141	MENTAL HEALTH COUNSELOR I*	NDOC - ALL PCNS
10.143	PSYCHOLOGIST I*	NDOC - ALL PCNS
10.144	CLINICAL SOCIAL WORKER II*	NDOC - ALL PCNS
10.146	TREATMENT HOME SUPERVISOR	
10.148	TREATMENT HOME PROVIDER	
10.150	CLINICAL SOCIAL WORKER I*	NDOC - ALL PCNS
10.151	CLINICAL SOCIAL WORKER III*	NDOC - ALL PCNS
10.179	PSYCHOMETRIST *	NDOC - ALL PCNS
10.217	HEALTH PROGRAM MANAGER II*	DHHS PBH - PCN 0037
10.229	MID-LEVEL MEDICAL PRACTITIONER*	DHHS, NDOC - ALL PCNS
10.237	HEALTH PROGRAM SPECIALIST I*	BCN - ALL PCNS
10.238	HEALTH PROGRAM SPECIALIST II*	BCN - ALL PCNS
10.244	QUALITY ASSURANCE SPECIALIST I*	NSVH - ALL PCNS
10.260	DENTAL CLINIC SUPERVISOR*	UNLV - ALL PCNS
10.262	DENTAL ASSISTANT III*	NDOC, UNLV - ALL PCNS
10.263	DENTAL ASSISTANT II*	NDOC, UNLV - ALL PCNS
10.264	DENTAL ASSISTANT I*	NDOC, UNLV - ALL PCNS
10.300	DIRECTOR, NURSING SERVICES II*	DHHS, NDOC - ALL PCNS, NSVH - ALL PCNS
10.301	DIRECTOR, NURSING SERVICES I*	DHHS, NDOC - ALL PCNS
10.305	PSYCHIATRIC NURSE III*	DHHS, NDOC - ALL PCNS
10.306	PSYCHIATRIC NURSE IV*	DHHS, NDOC - ALL PCNS
10.307	PSYCHIATRIC NURSE II*	DHHS, NDOC - ALL PCNS
10.309	PSYCHIATRIC NURSE I*	DHHS, NDOC - ALL PCNS
10.310	CHIEF OF NURSING SERVICES*	NDOC - ALL PCNS
10.316	CORRECTIONAL NURSE III*	NDOC - ALL PCNS
10.318	CORRECTIONAL NURSE II*	DHHS, NDOC - ALL PCNS
10.319	CORRECTIONAL NURSE I*	DHHS, NDOC - ALL PCNS
10.338	MENTAL HEALTH TECHNICIAN IV*	DHHS - ALL PCNS
10.339	DEVELOPMENTAL SUPPORT TECH IV*	DHHS - ALL PCNS
10.346	MENTAL HEALTH TECHNICIAN III*	DHHS - ALL PCNS
10.347	DEVELOPMENTAL SUPPORT TECH III*	DHHS - ALL PCNS
10.352	REGISTERED NURSE V*	NSVH - ALL PCNS
10.354	REGISTERED NURSE IV*	NSVH - ALL PCNS
10.355	REGISTERED NURSE III*	NSVH - ALL PCNS
10.356	MENTAL HEALTH TECHNICIAN II*	DHHS - ALL PCNS
10.357	DEVELOPMENTAL SUPPORT TECH II*	DHHS - ALL PCNS
10.358	NURSE I*	BCN, DHHS, NDOC, NSVH - ALL PCNS

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
10.359	REGISTERED NURSE II*	NSVH - ALL PCNS
10.360	LICENSED PRACTICAL NURSE II*	DHHS, NDOC, NSVH - ALL PCNS
10.364	LICENSED PRACTICAL NURSE III*	DHHS, NDOC - ALL PCNS
10.365	LICENSED PRACTICAL NURSE I*	DHHS, NDOC - ALL PCNS
10.366	MENTAL HEALTH TECHNICIAN I*	DHHS - ALL PCNS
10.367	DEVELOPMENTAL SUPPORT TECH I*	DHHS - ALL PCNS
10.369	CERTIFIED NURSING ASSISTANT*	NDOC, NSVH, ALL PCNS
10.373	COMMUNITY HEALTH NURSING MANAGER*	DHHS - ALL PCNS
10.375	COMMUNITY HEALTH NURSE IV*	DHHS - ALL PCNS
10.376	COMMUNITY HEALTH NURSE III*	DHHS - ALL PCNS
10.377	COMMUNITY HEALTH NURSE II*	DHHS - ALL PCNS
10.378	COMMUNITY HEALTH NURSE I*	DHHS - ALL PCNS
10.524	RADIATION CONTROL SPECIALIST II*	BCN UNRN ALL ENVIRONMENTAL HEALTH & SAFETY PCNS
10.528	RADIATION CONTROL SPECIALIST I*	BCN UNRN ALL ENVIRONMENTAL HEALTH & SAFETY PCNS
10.536	ENVIRONMENTAL SCIENTIST II*	NDOT - PCNS 018012, 018013
10.540	MEDICAL MARIJUANA PROGRAM SUPERVISOR	
10.541	MEDICAL MARIJUANA PROGRAM INSPECTOR II	
10.542	MEDICAL MARIJUANA PROGRAM INSPECTOR I	
10.545	ENVIRONMENTAL SCIENTIST IV*	NDOT - PCN 018011
10.707	CHEMIST V*	BCN - ALL PCNS
10.708	CHEMIST IV*	BCN - ALL PCNS
10.710	MICROBIOLOGIST V*	BCN - ALL PCNS
10.711	MICROBIOLOGIST IV*	BCN - ALL PCNS
10.712	CHEMIST III*	BCN - ALL PCNS
10.713	CHEMIST II*	BCN - ALL PCNS
10.715	MICROBIOLOGIST III*	BCN - ALL PCNS
10.717	MICROBIOLOGIST II*	BCN - ALL PCNS
10.721	MICROBIOLOGIST I*	BCN - ALL PCNS
10.724	CHEMIST I*	BCN - ALL PCNS
10.723	PHARMACY TECHNICIAN II*	DHHS, NDOC - ALL PCNS
10.726	LABORATORY TECHNICIAN II*	BCN - ALL PCNS
10.728	PHARMACY TECHNICIAN I*	DHHS, NDOC - ALL PCNS
10.729	LABORATORY ASSISTANT II*	BCN - ALL PCNS
10.733	LABORATORY TECHNICIAN I*	BCN - ALL PCNS
10.736	LABORATORY ASSISTANT I*	BCN - ALL PCNS
10.769	STAFF RESEARCH ASSOCIATE IV*	BCN - ALL PCNS
10.770	STAFF RESEARCH ASSOCIATE III*	BCN - ALL PCNS
10.771	STAFF RESEARCH ASSOCIATE II*	BCN - ALL PCNS
10.772	STAFF RESEARCH ASSOCIATE I*	BCN - ALL PCNS
11.117	PUBLIC SAFETY DISPATCHER VI	
11.118	PUBLIC SAFETY DISPATCHER V	
11.120	PUBLIC SAFETY DISPATCHER IV	
11.122	PUBLIC SAFETY DISPATCHER III	
11.124	PUBLIC SAFETY DISPATCHER II	
11.126	PUBLIC SAFETY DISPATCHER I	
11.128	N.C.J.I.S. PROGRAM SPECIALIST SUPERVISOR*	DPS - PCNS 4709-13, 4709-14
11.129	N.C.J.I.S. PROGRAM SPECIALIST*	DPS - PCNS 4709-41, 4709-63, 4709-74, 4709-600, 4709-615, 4709-650, 4709-680, 4709-1005
11.130	N.C.J.I.S. PROGRAM SPECIALIST TRAINEE	
11.132	MANAGER, CRIMINAL JUSTICE RECORDS*	DPS - ALL PCNS
11.133	FINGERPRINT/RECORDS EXAMINER III*	DPS - PCNS 4709-201, 4709-8015
11.134	FINGERPRINT/RECORDS EXAMINER II*	DPS - PCNS 4709-6, 4709-7, 4709-32, 4709-33, 4709-59, 4709-60, 4709-61, 4709-202, 4709-590, 4709-8014
11.135	FINGERPRINT/RECORDS EXAMINER I	
11.144	FINGERPRINT/RECORDS SUPERVISOR*	DPS - PCNS 4709-4, 4709-5

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
11.239	MILITARY SECURITY OFFICER V	
11.240	MILITARY SECURITY OFFICER IV	
11.241	MILITARY SECURITY OFFICER III	
11.242	MILITARY SECURITY OFFICER II	
11.243	MILITARY SECURITY OFFICER I	
11.260	SECURITY OFFICER SUPERVISOR*	BCN, NSVH - ALL PCNS
11.263	SECURITY OFFICER*	BCN, MILITARY, NSVH - ALL PCNS
11.354	SUPERVISORY COMPLIANCE INVESTIGATOR*	DMV - PCN WF8508
11.358	COMPLIANCE INVESTIGATOR II*	DMV - PCNS RE8018, RE8025, RE8026, RE8028
11.363	COMPLIANCE/AUDIT INVESTIGATOR III*	B&I-INSURANCE DIV - PCN 0072; SOS - PCNS 0030, 0031, 0035, 0062, 0063, 0066
11.365	COMPLIANCE/AUDIT INVESTIGATOR II*	B&I-INSURANCE DIV - ALL PCNS; SOS - PCNS 0022, 0028, 0068
11.424	DMV SERVICES TECHNICIAN III*	DMV - PCNS RE5324, RE5328
11.506	FIRE & LIFE SAFETY INSPECTOR I	
11.510	FIRE & LIFE SAFETY INSPECTOR II	
11.522	SAFETY REPRESENTATIVE, CONSULTATION*	BCN - ALL PCNS
11.540	SAFETY SPECIALIST, RAILWAY-TRACKS	
11.541	SAFETY SPECIALIST, RAILWAY-MOTIVE POWER	
11.542	SAFETY SPECIALIST, RAILWAY-HAZARDOUS	
11.543	SAFETY SPECIALIST, RAILWAY-OPERATING	
11.550	TAXICAB VEHICLE INSPECTOR I	
11.552	TAXICAB VEHICLE INSPECTOR II	
11.560	MANUFACTURED HOUSING INSPECTOR II	
11.561	MANUFACTURED HOUSING INSPECTOR I	
11.565	AGENCY LOSS CONTROL COORDINATOR*	NDOT - PCN 078002
12.376	FAMILY SERVICES SPECIALIST II*	BCN UNR - PCN 42051
12.466	SUBSTANCE ABUSE COUNSELOR III	
12.469	SUBSTANCE ABUSE COUNSELOR II	
12.470	SUBSTANCE ABUSE COUNSELOR I	
12.501	WARDEN	
12.510	CORRECTIONAL MANAGER	
12.517	CORRECTIONAL ASSISTANT*	NDOC - ALL PCNS
12.523	ASSISTANT SUPERINTENDENT, YOUTH FACILITY	
12.532	HEAD GROUP SUPERVISOR	
12.534	ASSISTANT HEAD GROUP SUPERVISOR	
12.535	GROUP SUPERVISOR IV	
12.537	GROUP SUPERVISOR III	
12.538	GROUP SUPERVISOR II	
12.541	GROUP SUPERVISOR I	
12.553	ASSOCIATE WARDEN	
12.556	CORRECTIONAL CASEWORK SPECIALIST III	
12.559	CORRECTIONAL CASEWORK SPECIALIST II	
12.565	CORRECTIONAL CASEWORK SPECIALIST I	
12.571	CORRECTIONAL CASEWORK SPECIALIST TR	
13.101	AGRICULTURE ENFORCEMENT OFFICER III	
13.102	AGRICULTURE ENFORCEMENT OFFICER II	
13.103	AGRICULTURE ENFORCEMENT OFFICER I	
13.111	DEPUTY BRAND INSPECTOR (COMMISSIONED)	
13.115	STAFF GAME WARDEN	
13.121	GAME WARDEN IV	
13.122	GAME WARDEN III	
13.123	GAME WARDEN II	
13.124	GAME WARDEN I	
13.131	PARKS REGIONAL MANAGER (COMMISSIONED)	
13.135	PARK SUPERVISOR III (COMMISSIONED)	
13.136	PARK SUPERVISOR II (COMMISSIONED)	
13.137	PARK SUPERVISOR I (COMMISSIONED)	

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
13.141	PARK RANGER III (COMMISSIONED)	
13.142	PARK RANGER II (COMMISSIONED)	
13.143	PARK RANGER I (COMMISSIONED)	
13.202	DPS MAJOR	
13.203	DPS CAPTAIN	
13.204	DPS LIEUTENANT	
13.205	DPS SERGEANT	
13.206	DPS OFFICER II	
13.207	DPS OFFICER I	
13.215	UNIVERSITY POLICE LIEUTENANT	
13.217	UNIVERSITY POLICE DETECTIVE	
13.221	UNIVERSITY POLICE SERGEANT	
13.222	UNIVERSITY POLICE OFFICER II	
13.223	UNIVERSITY POLICE OFFICER I	
13.234	SENIOR LAW ENFORCEMENT SPECIALIST	
13.241	SUPERVISORY CRIMINAL INVESTIGATOR II	
13.242	SUPERVISORY CRIMINAL INVESTIGATOR I	
13.243	CRIMINAL INVESTIGATOR III	
13.244	CRIMINAL INVESTIGATOR II	
13.245	CRIMINAL INVESTIGATOR I	
13.246	AG DEPUTY CHIEF INVESTIGATOR*	AG - ALL PCNS
13.247	AG CRIMINAL INVESTIGATOR, SUPERVISOR*	AG - ALL PCNS
13.248	AG CRIMINAL INVESTIGATOR II*	AG - ALL PCNS
13.249	AG CRIMINAL INVESTIGATOR I*	AG - ALL PCNS
13.251	CHIEF INVESTIGATOR, COMPLIANCE/ ENFORCEMENT	
13.255	SUPERVISORY COMPLIANCE/ENFORCEMENT	
13.256	COMPLIANCE/ENFORCEMENT INVESTIGATOR III	
13.257	COMPLIANCE/ENFORCEMENT INVESTIGATOR II	
13.258	COMPLIANCE/ENFORCEMENT INVESTIGATOR I	
13.263	UNIT MANAGER, YOUTH PAROLE BUREAU	
13.265	SENIOR YOUTH PAROLE COUNSELOR	
13.266	YOUTH PAROLE COUNSELOR II	
13.267	YOUTH PAROLE COUNSELOR I	
13.301	INSPECTOR GENERAL	
13.309	CORRECTIONAL CAPTAIN	
13.310	CORRECTIONAL LIEUTENANT	
13.311	CORRECTIONAL SERGEANT	
13.312	SENIOR CORRECTIONAL OFFICER	
13.313	CORRECTIONAL OFFICER	
13.314	CORRECTIONAL OFFICER TRAINEE	
13.321	FORENSIC SPECIALIST IV	
13.322	FORENSIC SPECIALIST III	
13.323	FORENSIC SPECIALIST II	
13.324	FORENSIC SPECIALIST I	
U3720	DIVISION ADMINISTRATOR, RECORDS &	DPS - PCN 4709-1
U3916	PROGRAM MANAGER, OIL/GAS/GEOTHERMAL	MIN - PCN 0002
U3918	DEPUTY ADMINISTRATOR, MINERALS	MIN - PCN 0006
U3919	CHIEF FOR DANGEROUS MINES	MIN - PCN 0007
U3930	CHIEF FOR MINE REGULATION	MIN - PCN 0009
U3932	FIELD SPECIALIST, MINERALS	MIN - PCNS 0011, 0021, 0031
U4102	BUREAU CHIEF, YOUTH PAROLE	
U4013	DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4141	DEPUTY DIVISION ADMINISTRATOR, TAXICAB	
U4706	ADMINISTRATOR, MINERALS	MIN - PCN 0001
U9010	CHIEF, NEVADA HIGHWAY PATROL	
U9033	DEPUTY DIRECTOR, INDUSTRIAL PROGRAMS	
U9034	DEPUTY DIRECTOR, OPERATIONS SOUTH	

CLASS/ TITLE CODE	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS</u> <u>AGENCY/POSITION CONTROL NO.</u>
U9041	CHIEF GAME WARDEN	
U9074	PHARMACIST 1*	DHHS, NDOC - ALL PCNS
U9075	PHARMACIST 2*	DHHS - ALL EXCEPT PCN 3243-0014; NDOC - ALL PCNS
U9076	PHARMACIST 3*	DHHS, NDOCN ALL PCNS
U9085	SENIOR INSTITUTIONAL DENTIST (RANGE A)*	NDOC - ALL PCNS
U9086	SENIOR INSTITUTIONAL DENTIST (RANGE B)*	NDOC - ALL PCNS
U9087	SENIOR PHYSICIAN (RANGE C)*	DHHS, NDOCN ALL PCNS
U9088	SENIOR PSYCHIATRIST (RANGE C)*	DHHS, NDOC - ALL PCNS

LEGEND	
AG	Office of the Attorney General
AGR	Department of Agriculture
BCN	(Nevada System of Higher Education) Business Center North
BCN UNR	(Nevada System of Higher Education) Business Center North, University of Nevada Reno
B&I	Department of Business & Industry
DCNR	Department of Conservation & Natural Resources
DHHS	Department of Health & Human Services
DHHS PBH	Department of Health & Human Services, Division of Public & Behavioral Health
DMV	Department of Motor Vehicles
DPS	Department of Public Safety
ESD	Department of Employment, Training & Rehabilitation, Employment Security Division
MIN	Commission on Mineral Resources, Division of Minerals
NHP	Department of Public Safety, Nevada Highway Patrol
NDOC	Department of Corrections
NDOT	Department of Transportation
NDOW	Department of Wildlife
NSVH	Office of Veterans Services, Nevada State Veterans Home
SOS	Secretary of State
TAXI	Department of Business & Industry, Nevada Taxicab Authority
UNLV	(Nevada System of Higher Education) University of Nevada Las Vegas

FOR DISCUSSION AND POSSIBLE ACTION

NRS 284.4066 provides for the pre-employment testing for controlled substances of applicants for positions affecting public safety. This law requires the appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission.

The Nevada Department of Conservation and Natural Resources, Division of Forestry (Forestry) has requested the following class be added to the classes/positions approved for pre-employment screening for controlled substances:

AGENCY	CLASS/TITLE CODE	TITLE	POSITION CONTROL NUMBER
Forestry	9.205	Seasonal Forestry Equipment Operator	All budgets and positions

Staff recommends approval of the requested class as positions in this class will be required to obtain and maintain a commercial driver's license (CDL) with a hazardous materials endorsement. The Lanier versus City of Woodburn court decision out of the federal court of appeals for the 9th circuit cited types of jobs that would meet the special needs standard (pre-employment testing by public entities may constitute a search within the meaning of the 4th amendment, for that reason courts have indicated that there must be a special need outweighing a reasonable expectation of privacy) including "operation of dangerous instrumentalities, such as trucks that weigh more than 26,000 pounds, that are used to transport hazardous materials ...".

Forestry has indicated that a representative will be available to answer any questions Commission members may have.

LEO DROZDOFF, *Director*
Department of Conservation
And Natural Resources

BRIAN SANDOVAL
Governor

JOE FREELAND
State Forester Firewarden



STATE OF NEVADA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
NEVADA DIVISION OF FORESTRY

2478 Fairview Drive
Carson City, Nevada 89701
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MEMORANDUM

March 24, 2016

To: Carrie Hughes, Personnel Analyst
Division of Human Resource Management

From: Dave Prather, Deputy Administrator *DP*

Re: Class Approval for Pre-Employment Drug Testing

The Nevada Division of Forestry would like to request that the following class be approved for pre-employment drug testing:

➤ Seasonal Forestry Equipment Operator I Class Code- 9.205

Employees in this class are responsible for the operation of Nevada Division of Forestry's aviation fuel trucks for helicopter support during wildland fires and other emergencies.

FOR DISCUSSION AND POSSIBLE ACTION

The Department of Conservation and Natural Resources, Division of Forestry (Forestry) has requested the following class be added to the classes/positions approved for pre-employment screening for controlled substances:

AGENCY	CLASS/TITLE CODE	TITLE	POSITION CONTROL NUMBER
Forestry	9.205	Seasonal Forestry Equipment Operator	All budgets and positions

If pre-employment screening is approved for this class, staff recommends revision to the class specification to reflect the approval of pre-employment screen for controlled substances.



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>
SEASONAL FORESTRY EQUIPMENT OPERATOR	28	G	9.205

Seasonal Forestry Equipment Operators, under general supervision, operate specialized forestry vehicles and equipment on a statewide basis, to include aviation fuel trucks, firefighter crew transports, forklifts and other assigned vehicles and/or equipment; and perform routine equipment maintenance.

Load aviation fuel trucks and equipment using proper loading and placement procedures; secure load; conduct Department of Transportation (DOT) safety inspections prior to operation; complete appropriate pre-and post-check paperwork.

Drive aviation fuel trucks to various destinations within or outside the State; fuel helicopters for firefighting or project work as needed to accomplish the mission; assist Helitack crew with establishing temporary helicopter bases as needed.

Monitor aviation bulk fuel tanks to ensure fuel levels stay above minimum authorized stock levels; perform annual filter changes on bulk tanks; monitor and inspect tanks to ensure proper working condition; order fuel as needed; receive bulk fuel from commercial vendors; perform minor maintenance and housekeeping of fuel storage area; complete and maintain records in accordance with record and retention procedures.

Perform preventive maintenance to ensure vehicles and equipment are in proper working condition including changing fluids and filters; conduct visual inspections; review maintenance records; perform and/or schedule needed service or repair; arrange for emergency repairs if needed; conduct safety inspections on assigned vehicles; complete and maintain records in accordance with record and retention procedures.

Perform related duties as assigned

MINIMUM QUALIFICATIONS

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 for controlled substances.*
- * A valid Class A or Class B Nevada Commercial Driver's License (CDL) is required at the time of appointment and as a condition of continuing employment.
- * Positions required to drive the aviation fuel truck will be required to have both a HAZMAT and Tanker endorsement at the time of appointment and as a condition of continuing employment.
- * Statewide travel for extended periods and call-out in emergencies is required.
- * Positions are subject to call-out or call-back.

INFORMATIONAL NOTES:

- * Incumbents are expected to move equipment both for short and long distances under minimum supervision.
- * Incumbents may be required to operate equipment under extremely difficult and hazardous conditions where skill and judgment are essential.

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES (cont'd)

- * Incumbents may be required to operate vehicles and/or equipment in adverse weather conditions, mountainous terrain, rough terrain or where no roadways exist, multi-lane freeways, narrow two-lane roads, residential areas, and heavy urban traffic.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of commercial freight and/or commercial fuel delivery experience which included responsibility for loading freight and/or fuel and operating a Class B commercial motor vehicle; **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: State CDL requirements; applicable DOT rules and regulations; loading/unloading operations. **General knowledge of:** preventative maintenance. **Ability to:** work independently and follow through on assignments with minimal direction; understand and carry-out oral and written instructions; communicate effectively both verbally and in writing; complete required forms and maintain records. **Skill in:** driving fuel truck and crew carrier vehicles over long distances and in a variety of driving conditions; loading, unloading and securing cargo; performing required service and maintenance.

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

Detailed knowledge of: State and federal regulations pertaining to commercial vehicle operations. **Working knowledge of:** agency policies and procedures pertaining to the transport of equipment and aviation fuel. **Ability to:** establish priorities; communicate with customers, vendors and staff effectively.

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.

9.205

ESTABLISHED: 4/29/16UC
REVISED: 6/10/16PC

FOR DISCUSSION AND POSSIBLE ACTION

NRS 284.4066 provides for the pre-employment testing for controlled substances of applicants for positions affecting public safety. This law requires the appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission.

The Nevada Department of Transportation (NDOT) has requested the following position be added to the classes/positions approved for pre-employment screening for controlled substances:

AGENCY	CLASS/TITLE CODE	TITLE	POSITION CONTROL NUMBER
NDOT	6.209	Supervisor III, Associate Engineer	PCN 018-037

Staff recommends approval of the requested position as this position will be performing duties on, or in close proximity to, roadways with traffic present. Positions in the same class (i.e., 6.209, Supervisor III, Associate Engineer) have previously been approved by the Commission.

NDOT has indicated that a representative will be available to answer any questions Commission members may have.

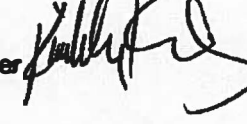
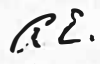


1263 South Stewart Street
Carson City, Nevada 89712
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MEMORANDUM

Human Resources

March 15, 2016

To: Carrie Hughes, Personnel Analyst
Through: Kimberley King, Human Resources Manager 
From: Rob Easton, Personnel Officer II 
Subject: Pre-Employment Drug Screen Requirements – Position Updates

Update

The Department of Transportation is requesting that position 018-037, class 06.209, Supervisor III, AE be added to the list of positions requiring pre-employment drug testing under its new position title. The position was approved for pre-employment drug screening under its former position title 6.228 Staff II, Associate Engineer.

The duties of this position include: Supervision of employees conducting Stormwater Inspection and compliance. The position has the potential to impact public safety as these job duties are performed on the highway, in work zones, and in high-speed/high-volume traffic areas.

FOR DISCUSSION AND POSSIBLE ACTION

NRS 284.4066 provides for the pre-employment testing for controlled substances of applicants for positions affecting public safety. This law requires the appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission.

The Nevada System of Higher Education, Business Center North (BCN) has requested the following position be added to the classes/positions approved for pre-employment screening for controlled substances:

AGENCY	CLASS/TITLE CODE	TITLE	POSITION CONTROL NUMBER
BCN	7.647	Program Officer II	PCN 41234

Staff recommendation:

Staff recommends approval of the requested position. BCN has stated that the position physically handles and transports lab waste, both chemical and biological, at multiple BCN campuses. Additionally, the position requires United States Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) training to include OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) certification. Positions in the same class (i.e., 7.647, Program Officer II) have previously been approved by the Commission.

BCN has indicated that a representative will be available to answer any questions Commission members may have.

Nevada System of Higher Education
BUSINESS CENTER NORTH
Human Resources/0240
Reno, Nevada 89557-0240
(775) 784-6844 TDD #784-1706 FAX (775) 784-1146



Date: March 31, 2016

TO: Peter Long, Interim Administrator
Division of Human Resources Management

CC: Carrie Hughes, Personnel Analyst 3
Division of Human Resource Management

FROM: Tim McFarling, AVP Human Resources
Business Center North Human Resources
Janine Nelson, HR Services Manager

SUBJECT: Request for Classifications for Pre-Employment Drug Testing

BCN requests consideration of DHRM and the Personnel Commission to approve a position for pre-employment drug testing.

Program Officer 2

BCN –UNR PCN 41234 has previously been approved at the Program Officer 1 level. This position has since reclassified to Program Officer 2.

Position 41234 is assigned to the Environmental Health and Safety Department. As was submitted previously, the incumbent coordinates the removal of hazardous lab waste, both chemical and biological, at the UNR campus according to US EPA standards. The incumbent provides training to campus constituents regarding the safe handling of materials, responds to spill emergencies, and conducts campus-wide inspections. The position requires EPA/OSHA training, including OSHA HAZWOPER Certification.

Changes to the Program Officer 2 level resulted in broadened responsibility for managing the materials waste program. Duties are now performed at multiple Business Center North campuses for which a broader spectrum of hazardous materials are managed including gasses and peroxide-forming chemical testing. This resulted in an enhanced knowledge skills and abilities to manage the diverse waste program.

Titles to be removed from the Approved List

The titles listed below are no longer used by BCN:

- Nurse – 10.358
- Health Program Specialist – 10.237 and 10.238
- Radiation Control Specialist – 10.254 and 10.528
- Safety Representative, Consultation – 11.522
- Family Services Specialist – 12.376

Thank you for your consideration.

List of Requested/Changed Titles

Class Code	Classification	Action	Positions
07.647	Program Officer 2	Move	BCN - UNR, PCN 41234
10.237	Health Program Specialist 1	Remove	
10.238	Health Program Specialist 2	Remove	
10.358	Nurse	Remove	
10.528	Radiation Control Specialist 1	Remove	
10.524	Radiation Control Specialist 2	Remove	
11.523	Safety Associate, Consultation	Remove	
12.376	Family Service Specialist 2	Remove	

FOR DISCUSSION AND POSSIBLE ACTION

NRS 284.4066 provides for the pre-employment testing for controlled substances of applicants for positions affecting public safety. This law requires the appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission.

The Nevada System of Higher Education, Business Center North (BCN) has requested the following positions be removed from the classes/positions approved for pre-employment screening for controlled substances:

AGENCY	CLASS/TITLE CODE	TITLE	POSITION CONTROL NUMBER
BCN	7.649	Program Officer I	PCN 41234
BCN	10.237	Health Program Specialist I	All PCNs
BCN	10.238	Health Program Specialist II	All PCNs
BCN	10.358	Nurse I	All PCNs
BCN	10.524	Radiation Control Specialist II	UNR – All Environmental Health & Safety PCNs
BCN	10.528	Radiation Control Specialist I	UNR – All Environmental Health & Safety PCNs
BCN	11.522	Safety Representative, Consultation	All PCNs
BCN	12.376	Family Services Specialist II	UNR – PCN 42051

Staff recommendation:

Staff recommends removal of all requested positions. BCN has stated that the positions, with the exception of the Program Officer position, are either no longer classified positions or are no longer used. Additionally, the Program Officer I position has been reclassified as a Program Officer II.

BCN has indicated that a representative will be available to answer any questions Commission members may have.

FOR DISCUSSION AND POSSIBLE ACTION

The Nevada System of Higher Education, Business Center North (BCN) has requested the following positions be removed from the classes/positions approved for pre-employment screening for controlled substances:

AGENCY	CLASS/TITLE CODE	TITLE	POSITION CONTROL NUMBER
BCN	10.237	Health Program Specialist I	AllIPCNs
BCN	10.238	Health Program Specialist II	AllIPCNs
BCN	10.524	Radiation Control Specialist II	UNR – All Environmental Health & Safety PCNs
BCN	10.528	Radiation Control Specialist I	UNR – All Environmental Health & Safety PCNs
BCN	11.522	Safety Representative, Consultation	AllIPCNs
BCN	12.376	Family Services Specialist II	UNRI- PCN 42051

If pre-employment screening is removed from these classes/positions, staff recommends revision to the associated class specifications to reflect the removal of the requirement for pre-employment screen for controlled substances, as no other positions in these classes at any agency have been approved for pre-employment screening.



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>
HEALTH PROGRAM SPECIALIST II	37	B	10.238
HEALTH PROGRAM SPECIALIST I	35	B	10.237

SERIES CONCEPT

Health Program Specialists plan, develop, implement and evaluate health services and activities; conduct research and analyze health data and statistics; develop goals, objectives, program requirements and procedures; provide technical information regarding specialized health related conditions; and participate and provide support to various committees, advisory boards and other work groups. Duties are related to one or more specialized health programs which operate on a statewide basis and focus on the prevention, early detection, treatment, education, and tracking of data relevant to a specific communicable or chronic disease, maternal and child health, nutrition and other conditions which impact the health of under-served or target groups within the general population.

Health Program Specialists perform analytical work specifically related to the collection and analysis of data, identification of trends and preparation of statistical reports, and the development, implementation and evaluation of the programs to which assigned. Positions in this series differ from Health Program Managers whose work is managerial in nature and includes budget development and control, supervision of professional, technical and clerical personnel, grant administration, and ensuring compliance with program regulations and requirements.

Research, collect and analyze health data and statistics; identify health issues, trends and prevalence of specific diseases and conditions; assess community, regional, and statewide needs and resources; develop recommendations for program development and expansion, resource allocation, and interventions for at-risk populations.

Develop objectives, protocols and procedures for assigned health program areas; establish performance indicators and benchmarks to evaluate program effectiveness and accomplishment of desired outcomes; develop quality assurance measures to ensure adherence to agency, federal or other standards and guidelines; establish program eligibility requirements and approve program participation and reimbursement for services as required.

Develop outreach strategies for target and at-risk populations; collaborate with individual community members and other public and private services and groups to develop and provide a community outreach coalition; serve on committees and represent the division on advisory boards to promote awareness and network with special interest groups.

Serve as a consultant and technical advisor in an assigned program specifically designed to provide prevention, identification and treatment services to individuals either diagnosed or at risk of contracting life and health threatening diseases and/or conditions; provide technical assistance to staff and service providers to ensure program activities comply with established regulations, policies, procedures and program parameters; visit service providers to establish and maintain provider networks, monitor compliance with program requirements, and develop and implement corrective action plans as required.

Promote statewide wellness through public education, outreach, and coordination of preventive/specific health care services; conduct or assist in conducting public education, outreach campaigns, and promotional activities to publicize disease prevention and health awareness; coordinate informational and educational

SERIES CONCEPT (cont'd)

conferences and meetings related to program area; develop educational and promotional materials, bulletins, and newsletters as required; prepare press releases and public service announcements, and legislative testimony as required.

Prepare funding requests and monitor expenditures; assist in preparing budgets; prepare grant applications to secure and maintain funding including writing and amending program descriptions and compiling required financial data; participate in planning and needs assessments for future funding cycles; develop, prepare and administer agreements and contracts as required; prepare and submit narrative and statistical reports related to program activities as required.

Supervise technical and clerical staff as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

Health Program Specialist II: Under direction, incumbents at this level plan, organize and coordinate an assigned health program which is statewide in scope, and supervise a small staff comprised of professional and/or technical personnel. Health Program Specialist II's are distinguished from Health Program Specialist I's by greater complexity of the program area, advanced level knowledge, skills and abilities required, and supervisory responsibility for professional and/or technical staff.

Examples of positions at the Health Program Specialist II level include:

- 1) The coordinator of the Cancer Registry who has responsibility for compiling and maintaining comprehensive records related to the identification, treatment and progress of all cancer patients in the State.
- 2) The Registered Nurse who oversees and coordinates implementation of maternal/child health programs such as Baby Your Baby, Perinatal Substance Abuse and others.

Health Program Specialist I: Under direction, incumbents plan, implement, develop and evaluate an assigned program area and perform duties described in the series concept at the journey level.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require professional licensure, certification, or registration is required at time of appointment and as a condition of continuing employment.
- * Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.

[* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.]

MINIMUM QUALIFICATIONS (cont'd)**INFORMATIONAL NOTE:**

- * Pursuant to NRS 632, a Bachelor's degree from a school or professional nursing approved by the State Board of Nursing is equivalent to a bachelor's degree from an accredited college or university.

HEALTH PROGRAM SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a health science, behavioral science or closely related field applicable to the program area and three years of health-related experience which included researching, collecting, and analyzing data and statistics, developing objectives, protocols, and procedures, providing health education services to target groups or the general public, and/or investigation and prevention of communicable or chronic diseases; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

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

Working knowledge of: program evaluation methods and techniques; public health facilities, programs and principles relevant to a specified health field such as nursing, nutrition or other area; medical standards of care as applied to the program area; State, local and federal public health organizations; commonly prescribed medications, typical side effects and drug interactions applicable to the assigned health program; development and implementation of program services and activities. **Ability to:** consult with colleagues, health care professionals, patients and others to provide technical expertise requiring advanced journey level experience and/or training; plan, conduct and oversee statewide program activities including providing public health information, coordinating treatment of under-served patients, and promoting health and wellness; train, supervise and evaluate the performance of personnel as assigned, *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: community agencies and resources which provide services to individuals with health problems or conditions specific to the assigned health program; agency policies and procedures related to the assigned program area; laws, regulations and requirements applicable to health program operations; State personnel, purchasing and budgeting processes.

HEALTH PROGRAM SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a health science, behavioral science or closely related field applicable to the program area and two years of health-related experience which included researching, collecting, and analyzing data and statistics, developing objectives, protocols, and procedures, providing health education services to target groups or the general public, and/or investigation and prevention of communicable or chronic diseases; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

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

Working knowledge of: health care delivery systems; standards of care; prevention, detection, treatment, transmission and progression of communicable diseases, chronic diseases, and other health conditions; oral communication skills sufficient to make presentations to groups of program participants, co-workers, the general public and others; writing skills sufficient to develop narrative reports, instructional materials, brochures, pamphlets and newsletters. **General knowledge of:** program evaluation methods and techniques; public health; commonly prescribed medications, typical side effects and drug interactions. **Ability to:** collect, analyze, and interpret data; interpret, apply and explain complex health policies, regulations and program requirements; prepare reports and grant applications; participate in developing and monitoring the budget for an assigned program and/or grant; develop and conduct public education and information campaigns to publicize and promote good health habits and health awareness; work cooperatively and collaboratively with health care providers, patients, community groups and other

HEALTH PROGRAM SPECIALIST II

37

B

10.238

HEALTH PROGRAM SPECIALIST I

35

B

10.237

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MINIMUM QUALIFICATIONS (cont'd)

HEALTH PROGRAM SPECIALIST I (cont'd)

agencies; operate a personal computer and word processing and spreadsheet software programs; work both independently and as a team member; plan and organize program activities and services.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Health Program 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.

10.238

10.237

ESTABLISHED:

7/1/99P

7/1/99P

10/2/98PC

10/2/98PC

REVISED:

7/1/03LG

7/1/03LG

REVISED:

12/8/03UC

12/8/03UC

REVISED:

4/11/14PC

4/11/14PC



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>
RADIATION CONTROL SUPERVISOR	38	B	10.538
RADIATION CONTROL SPECIALIST III	37	B	10.539
RADIATION CONTROL SPECIALIST II	35	B	10.524
RADIATION CONTROL SPECIALIST I	32	B	10.528

SERIES CONCEPT

Radiation Control Specialists determine compliance with State and federal regulations pertaining to radiation; inspect and investigate complaints involving radiation sources and radiation producing devices; measure and evaluate levels of ionizing and non-ionizing radiation; and address other radiological issues. Incumbents work in one or more specialty areas such as mammography, X-ray, radioactive materials licensing, radioactive materials inspection, radon, incident response, low-level radioactive waste site management, and oversight of federal facilities.

Inspect machines, facilities, records, safety equipment, and personnel associated with the operation of the machines to determine compliance with requirements of the Nevada Revised Statutes, Nevada Administrative Code, federal regulations, and accrediting bodies.

License the use of radioactive materials; identify and investigate the sources of radiation to determine potential hazards to the public; inspect licensees to control radioactive materials and ensure compliance with applicable regulations.

Identify violations by licensees, registrants, certificated facilities and other users of radiological materials and devices; draft violation letters; take appropriate enforcement actions; review and recommend approval or disapproval of corrective measures; develop and maintain records, reports, and files relating to inspections, investigations, radioactive material documentation, and instrument calibration.

Respond to incidents involving accidents, theft, allegations or requests related to possible or confirmed ionizing radiation; gather information regarding causation and persons involved; evaluate the scope of the incidents; direct the placement of barriers and other restrictions to control access to the contaminated area; provide direction and technical advice to responding agencies on the methods and procedures to control and remove radioactive contaminations; determine when a state of emergency no longer exists; provide radiological training to first responders and cooperating agencies.

Provide information to the regulated community and the general public concerning regulations and requirements of radiological programs.

Implement the mammography program in accordance with federal requirements; develop or administer program budget and contracts; conduct or coordinate pre-certification, renewal, or annual inspections of mammography machines and facilities; review applications for mammography machine and operator certificates; draft certificate documents.

Evaluate new technologies utilized in radiological programs and facilities for conformance with current and proposed State and federal requirements and regulations.

RADIATION CONTROL SUPERVISOR	38	B	10.538
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RADIATION CONTROL SPECIALIST I	32	B	10.528

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SERIES CONCEPT (cont'd)

Conduct low-level radioactive waste site inspections to ensure compliance with State and federal regulations and license conditions; develop sampling requirements, collect environmental samples, and review and evaluate the results of laboratory analysis; determine need for maintenance and repair.

Perform related duties as assigned.

CLASS CONCEPTS

Radiation Control Supervisor: Under general direction, incumbents perform the full range of duties described in the series concept and act as first line supervisor of a mammography, X-ray, or radioactive materials unit of Radiation Control Specialists. Supervisory duties include assigning and reviewing work, developing work performance standards, evaluating performance, counseling, and initiating disciplinary measures as needed. Assignments may include oversight of the monitoring of radiological activities at federal installations or acting as a deputy Food and Drug Commissioner for radiological activities under NRS/NAC 585.

Radiation Control Specialist III: Under limited supervision, incumbents function as leadworkers in a specialty area and provide training/mentoring to lower level staff in the specialty. Radiation Control Specialist III's are also expected to perform as generalists at or above the journey level and are involved in research and analysis of radiological issues, preparation of technical reports, and drafting of regulations, licensing guides, application packages, and inspection protocols.

Radiation Control Specialist II: Under general supervision, incumbents perform the duties described in the series concept at the journey level. Duties are distinguished from the Radiation Control Specialist I class by greater complexity and independence in performing job assignments.

Radiation Control Specialist I: Under guidance of a higher level radiation control professional, incumbents perform basic duties described in the series concept in a trainee capacity. Work is assigned through instructions and reviewed for technical accuracy. This is the entry level in the series, and progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and for continued employment.
- * Participation in a medical monitoring program is required for some positions.
- * Division duty officer rotation and call-back availability for public health incidents/emergencies are required for all positions.
- * A State of Nevada/FBI background check, including fingerprinting, will be required of selected applicants.

[* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.]

RADIATION CONTROL SUPERVISOR	38	B	10.538
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RADIATION CONTROL SPECIALIST II	35	B	10.524
RADIATION CONTROL SPECIALIST I	32	B	10.528

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MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES:

- * Some positions require the incumbent to apply for a specified federal security clearance within the first six months of employment. Such clearance must be obtained and maintained as a condition of continued employment.
- * Depending upon assignment, incumbents may be required to pass a radioactive materials training and/or X-ray inspection course.
- * Incumbents assigned to oversee federal facilities will be required to successfully complete federal training.
- * Incumbents assigned to radioactive materials control will be required to pass appropriate U.S. Nuclear Regulatory Commission training courses and undergo periodic audits.
- * Mammography program incumbents will be required to obtain and maintain U.S. Food and Drug Administration certification in accordance with the Mammography Quality Standards Act.
- * Incumbents must comply with all applicable State and federal security and safeguard requirements.

RADIATION CONTROL SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in radiological science, X-ray technology, health physics, nuclear medicine, chemistry, math, biology, or closely related field and four years of progressively responsible professional experience in comprehensive radiation control programs, meeting federal and state requirements and including licensing and registration, emergency response and management, and investigations; **OR** an equivalent combination of education and experience as described above; **OR** one year of experience as a Radiation Control Specialist III in Nevada State service. (See Special Requirements and Informational Notes)

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

Detailed knowledge of: health physics, radiation protection, and general environmental protection theories and practices in order to be considered a primary contact for environmental policies and interpretation of program results; principles of data acquisition and report writing to present technical and administrative information in clear, concise language in the preparation of staff papers, reports, studies, regulations, policies, and contractor evaluations; nuclear physics and advanced mathematics as necessary to review contractor programs and conduct assessments; radiation and environmental protection regulations defined in the Code of Federal Regulations and other federal and international requirements; radiation detection and radiological effects of radionuclides necessary to review the technical accuracy of contracts and programs and to provide lay persons with information regarding the significance of radiological contaminants. **Ability to:** coordinate activities with other State agencies and levels of government to provide radiological assistance, direct incident responses, and implement preventive detection strategies; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: precedents for application of license issuance criteria and problem resolution; public information requirements and policies; security and classification procedures for safeguarding sensitive or classified information; applicable federal orders, procedures and requirements. **Ability to:** work with others to develop policy recommendations, guidance and multi-agency coordination; issue licenses, initiate enforcement actions and assess administrative penalties; monitor and evaluate radiological remediation activities; collect and maintain the integrity of various soil, air and water samples for radiological constituents; train, supervise and evaluate the performance of subordinate staff; develop costs and justifications for purchases and other budget items; authorize and manage expenditures; support and participate in presentations at Board of Health and legislative committee meetings and hearings.

RADIATION CONTROL SUPERVISOR	38	B	10.538
RADIATION CONTROL SPECIALIST III	37	B	10.539
RADIATION CONTROL SPECIALIST II	35	B	10.524
RADIATION CONTROL SPECIALIST I	32	B	10.528

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MINIMUM QUALIFICATIONS (cont'd)

RADIATION CONTROL SPECIALIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in radiological science, X-ray technology, health physics, nuclear medicine, chemistry, math, biology, or closely related field and three years of professional radiological regulatory experience; **OR** an equivalent combination of education and experience as described above; **OR** one year of experience as a Radiation Control Specialist II in Nevada State service. (See Special Requirements and Informational Notes)

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

Working knowledge of: techniques for the evaluation of applications to register radiation machines and for the licensing of radioactive materials to ensure safe and proper use; inspection techniques and preparation and use of inspection reports; federal mammography certification requirements and federal/State inspection protocols; instrument capabilities, limitations and calibration requirements. **Ability to:** develop proposed regulation changes; use a scientific calculator and data management systems; use multiple types of radiation equipment and understand the theories behind their use; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: current policy issues in radiation control; provisions of the Rocky Mountain Low Level Radioactive Waste Compact; federal and State statutes, regulations, programs and procedures regarding mammography certification; U.S. Environmental Protection Agency grant requirements; U.S. Food and Drug Administration contract requirements; calibrations database; emergency response procedures; X-ray registration; radioactive materials inspection procedures; low-level radioactive waste disposal site programs; research and material sources; health physics and radiation protection practices in order to assess the degree of potential hazard and advise Health Division administration, the Board of Health and the general public. **Ability to:** determine policy implications and assess impact; foresee consequences and assess the need for procedural, regulatory, or statutory changes; prepare technical reports in a clear and concise fashion including a discussion of various options and their consequences; act in a consultant capacity on various radiological issues; utilize historical data in presenting information and formulating conclusions; evaluate technical reports and information; develop new procedures for unusual circumstances.

RADIATION CONTROL SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in radiological science, X-ray technology, health physics, nuclear medicine, chemistry, math, biology, or closely related field and two years of professional experience in radiological regulation or licensee/registrant radiological operations; **OR** four years of experience as described above plus certification as a Registered Radiation Protection Technologist by the National Registry of Radiation Protection Technologists or certification by the American Registry of Radiologic Technologists in radiography, nuclear medicine, or radiation therapy; **OR** an equivalent combination of education and experience as described above; **OR** two years of experience as a Radiation Control Specialist I in Nevada State service. (See Special Requirements and Informational Notes)

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

Working knowledge of: technical terminology related to radiation control; federal and State laws, regulations, and standards for control of radioactive materials and radiation-producing devices; appropriate actions to minimize or eliminate potential health hazards from radiation; health physics principles to conduct radiological health and safety assessments in both normal and emergency situations; methods of detection and measurement of radiation; complaint investigation techniques; concepts of radiation quantities and approaches to dose determination. **General knowledge of:** inspection techniques and preparation and

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RADIATION CONTROL SPECIALIST I	32	B	10.528

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MINIMUM QUALIFICATIONS (cont'd)

RADIATION CONTROL SPECIALIST II (cont'd)

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

use of inspection reports; radiological licensing and registration requirements; techniques for evaluating applications for radiological licensing and registration; digital imaging systems; personnel monitoring devices. **Ability to:** respond to radiological incidents; read and interpret regulations and technical data; provide basic regulatory guidance and education to licensees and registrants; *and 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 for Radiation Control Specialist III.*)

RADIATION CONTROL SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in radiological science, X-ray technology, health physics, nuclear medicine, chemistry, math, biology, or closely related field and one year of professional experience related to the position; **OR** an equivalent combination of education and experience as described above; **OR** one year of experience as a Health/Human Services Professional Trainee in Nevada State service. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: characteristics, biological effects and risks of exposure to radiation; radiation protection principles and standards; contamination control. **General knowledge of:** technical terminology related to radiation control; X-ray machine electronics and film processors. **Ability to:** write letters and reports in a clear, concise manner and convey information, instructions, and requirements in an understandable fashion; orally explain technical findings and requirements to non-technical persons including licensee or registrant management, Health Division management and members of the general public; work cooperatively with professional and clerical staff, licensees, registrants, and members of the general public; research technical issues; use radiation detection devices, laptops, cell phones, and other technical equipment in the field; work effectively with frequent interruptions and distractions in such locations as hospitals, clinics, medical offices, and mine sites; organize material and information in a systematic and logical way to optimize efficiency.

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

	<u>10.538</u>	<u>10.539</u>	<u>10.524</u>	<u>10.528</u>
ESTABLISHED:	5/24/91PC	1/30/87PC	6/29/73	6/29/73
REVISED:			6/26/78-3	
REVISED:			7/1/87-12P	7/1/87-12P
			1/30/87PC	1/30/87PC
REVISED:	7/1/97P	7/1/97P	7/1/97P	7/1/97P
	9/19/96PC	9/19/96PC	9/19/96PC	9/19/96PC
REVISED:	1/16/13UC	1/16/13UC	1/16/13UC	1/16/13UC
REVISED:	4/11/14PC	4/11/14PC	4/11/14PC	4/11/14PC



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>
SAFETY SUPERVISOR, CONSULTATION	37	B	11.517
SAFETY SPECIALIST, CONSULTATION	35	B	11.521
SAFETY REPRESENTATIVE, CONSULTATION	32	B	11.522
SAFETY ASSOCIATE, CONSULTATION	30	B	11.523

SERIES CONCEPT

Safety Specialists promote recognized safety practices among businesses covered by State and federal safety and health laws and regulations. Incumbents identify or train others to identify safety and health hazards and violations, and recommend reasonable and feasible means of abatement; research specific technology and industry applications using technical references and consensus codes and standards; prepare written reports and/or training materials; make public presentations to promote knowledge of safety issues among the public and industry groups; and maintain current knowledge of new technologies, standards, codes, rules and regulations.

Conduct surveys of employer sites at the employer's request; conduct pre-inspection review of files and technical literature to identify potential hazards and recognized control and abatement procedures; ensure that appropriate technical and personal protective equipment is available for the visit.

Convene opening conference with management to discuss the purpose of the visit, the employer's rights and responsibilities under the Nevada Occupational Safety and Health Act (OSHA), the relationship of the State's Enforcement and/or Consultation programs, and the consultant's right to confer with employees during the survey; review and evaluate employers' written workplace safety programs for regulatory compliance, specificity, comprehensiveness, and implementation effectiveness.

In worksite inspection, review and analyze overall working and environmental conditions and work processes for compliance and for safety and health hazards; sample common health hazards using routine industrial hygiene procedures when identified hazards are imminently dangerous, take necessary steps to ensure employees are removed from danger.

Conduct closing conferences with management to discuss the adequacy of the establishment's written workplace safety programs, safety and health hazards identified, standards not met, and the feasibility of engineering controls and abatement alternatives; issue non-penalty citations as appropriate.

Influence employers to take preventive or corrective actions toward the goal of a safe workplace in the absence of enforcement authority; assign abatement periods in which serious regulatory violations must be corrected.

Make recommendations extending beyond regulatory compliance to consider state-of-the-art practices for safety program management, protection of the employer's investment, and enhanced operating effectiveness; persuade management to set up comprehensive systems that prevent hazards from occurring, and to value their safety management system equally with quality control and production systems; communicate with managers to promote change which can include significant expenditures and shifts in management philosophy, organizational culture, and work processes; document findings and recommendations in comprehensive reports.

Provide informal on-site instruction and training on hazard recognition, regulatory requirements, inspection techniques, safety program management, and safe methods of performing operational procedures.

Perform related duties as assigned.

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CLASS CONCEPTS

Safety Supervisor, Consultation: Under general direction of the Safety Consultation and Training Section (SCATS) Chief Administrative Officer, incumbents serve as first-line supervisors for Safety Specialists and Industrial Hygienists. Supervisory duties include assigning and reviewing work, evaluating performance, and initiating disciplinary action as required. Each office conducts safety and health surveys at employers' request, and prepares comprehensive reports of findings and recommendations. Incumbents review and approve survey reports and recommendations, which typically extend beyond regulatory compliance to consider state-of-the-art practices for safety program management and enhanced operating effectiveness, and must communicate persuasively with managers to promote change which can include significant expenditures and shifts in management philosophy and work processes.

Safety Specialist, Consultation: Under general supervision, incumbents perform the full range of duties outlined in the series concept. Incumbents regularly receive complex assignments requiring a broad knowledge of a variety of industries or specialized expertise in a particular industry or process. Incumbents orient and train Safety Associates and Representatives, may serve in a lead capacity on functional or team assignments, and may be assigned to focus on special projects. This is the journey level in the series.

This level is to be used only when activities are part of a regulatory program directed toward external entities or in the State's Risk Management Division which serves all agencies.

Safety Representative, Consultation: This is a continuing training level for positions whose activities are part of a regulatory program directed toward external entities. Incumbents are assigned all or most of the consultation duties described in the series concept. At the continuing trainee level, progression to the journey level is not automatic but may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority. Positions assigned to a single State agency are permanently allocated at this level.

Safety Associate, Consultation: Under close supervision, incumbents receive training in performing some or all of the duties described in the series concept. Progression to the next level is not automatic but may occur upon meeting the minimum qualifications, satisfactory performance, and the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT[S]:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

~~[* Pursuant to NRS 284.4066, some positions have been identified as affecting public safety. Persons offered employment must submit to a pre-employment screening for controlled substances.]~~

INFORMATIONAL NOTE:

- * Travel to out-of-state locations for mandatory federal OSHA safety and health training is required for some positions.

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY SUPERVISOR, CONSULTATION

EDUCATION AND EXPERIENCE: Bachelor's degree in occupational safety and health or industrial hygiene from an accredited college or university and three years of professional experience which included responsibilities in the following areas: hazard identification, hazard evaluation in relation to existing standards, hazard control design, hazard controls verification, safety/health program design, and safety/health program evaluation; **OR** Bachelor's degree in environmental, biological or physical sciences, public health, or engineering, and five years of experience as described above; **OR** certification as a Certified Safety Professional (CSP) or Certified Industrial Hygienist (CIH) or Certified Safety and Health Manager (CSHM) and one year of experience as described above; **OR** graduation from high school or equivalent education and seven years of experience as described above; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Safety Specialist, Consultation or Enforcement, or an Industrial Hygienist III (Consultation or Enforcement option) in Nevada State service. *(See Special Requirement and Informational Note)*

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

Working knowledge of: federal Occupational Safety and Health Act, regulations, and directives related to State consultation activities. **Ability to:** independently conduct comprehensive surveys in complex worksites involving multiple disciplines and state-of-the-art processes; originate feasible means of abatement in unique situations; motivate employers to take proactive steps to achieve workplace safety; communicate effectively and persuasively with managers regarding survey findings and recommendations for improvement; analyze management and workplace safety systems to identify system breakdowns which allow hazards to occur.

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

Working knowledge of: principles and practices of personnel supervision. **Ability to:** assign work, evaluate performance and train employees in occupational safety and health consultation; implement policies and procedures to ensure consistency in consultation activities; allocate staff resources to maximize effectiveness.

SAFETY SPECIALIST, CONSULTATION

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in occupational safety and health, safety engineering, or related field and two years of experience which included primary responsibility in four of the following areas in construction and/or general industry: hazard identification, hazard evaluation in relation to existing standards, hazard control design, hazard controls verification, safety/health program design, and safety/health program evaluation; **OR** Bachelor's degree in environmental, biological or physical sciences, public health, or engineering, and four years of experience as described above; **OR** certification as a Certified Safety Professional (CSP), Associate in Risk Management (ARM), or Certified Safety and Health Manager (CSHM); **OR** graduation from high school or equivalent education and six years of experience as described above; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Safety Representative, Consultation or Enforcement in Nevada State service. *(See Special Requirement and Informational Note)*

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

Working knowledge of: practical means to abate a broad range of known workplace hazards. **General knowledge of:** fundamentals of engineering. **Ability to:** motivate employers to take proactive steps to achieve workplace safety; independently conduct comprehensive surveys or compliance inspections in all industry classifications; direct the work of others on team assignments and train new employees; maintain updated knowledge of changing standards, codes, and regulations; properly document case files; make

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY SPECIALIST, CONSULTATION (cont'd)

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

effective oral presentations to defend findings and recommendations; operate and calibrate safety and health field equipment; understand and communicate the rationale behind a wide variety of safety and health standards; analyze management and workplace safety systems to identify the system breakdown which allowed a hazard to occur.

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

Ability to: independently conduct comprehensive surveys or compliance inspections in complex worksites involving multiple disciplines and state-of-the-art processes; originate feasible means of abatement in unique situations.

SAFETY REPRESENTATIVE, CONSULTATION

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in occupational safety and health, safety engineering, or related field and one year of experience in at least three of the following areas: hazard identification, hazard evaluation in relation to existing standards, hazard control design, hazard controls verification, safety/health program design, and safety/health program evaluation; **OR** Bachelor's degree in environmental, biological or physical sciences, public health, or engineering and two years of experience as described above; **OR** certification as an Associate in Loss Control Management, Associate Safety Professional, Occupational Safety and Health Technologist, or Associate Safety and Health Manager and two years of experience as described above; **OR** municipal, State, or national instructor certification in safety and health, hazardous materials, environmental sciences, fire science, or related field and two years of experience as described above; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Safety Associate, Consultation or Enforcement in Nevada State service. *(See Special Requirement and Informational Note)*

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

Working knowledge of: principles and practices of industrial hygiene. **Ability to:** independently conduct comprehensive surveys or compliance inspections in construction or general industry; identify workplace health hazards of sufficient complexity to require referral to an Industrial Hygienist; communicate effectively and persuasively with managers regarding survey findings and recommendations for improvement; *and 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 for the Safety Specialist, Consultation.)

SAFETY ASSOCIATE, CONSULTATION

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in safety and health, engineering, chemistry, biological or physical sciences, fire science, or business administration; **OR** Associate's degree in safety or closely related field and two years of experience in the building trades, industrial operations, or occupational safety and health enforcement or consultation in which safety hazard recognition and correction was a specific duty; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY ASSOCIATE, CONSULTATION (cont'd)

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

General knowledge of: current workplace safety issues; standard mechanical and scientific terminology, measures, and concepts relevant to workplace safety; the practical application of statistical data and mathematics including algebra and geometry. **Ability to:** research and understand applied technical information from a variety of scientific and mechanical disciplines; write organized, grammatically correct reports and correspondence; communicate effectively; establish and maintain cooperative working relationships; maintain composure in the face of resistance, indifference, and hostility; analyze operations problems and business practices, identify relevant factors and relationships, recognize alternatives and their implications, and formulate logical, objective conclusions; physically conduct inspections requiring prolonged standing, walking, climbing, bending and twisting, stooping, and/or reaching.

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

(These are identical to Entry Level Knowledge, Skills and Abilities for Safety Representative, Consultation.)

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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ESTABLISHED:	12/10/10PC	7/1/97P	7/1/97P	7/1/97P
REVISED:		9/19/96PC	9/19/96PC	9/19/96PC
REVISED:		12/24/97UC	12/24/97UC	12/24/97UC
REVISED:		3/29/01UC	3/29/01UC	3/29/01UC
REVISED:		12/8/03UC	12/8/03UC	12/8/03UC
REVISED:		4/4/06UC	4/4/06UC	4/4/06UC
REVISED:		6/15/07PC	6/15/07PC	6/15/07PC
REVISED:		7/17/09UC		
REVISED:		12/10/10PC	12/10/10PC	12/10/10PC
REVISED	2/18/11PC	2/18/11PC	2/18/11PC	2/18/11PC



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>
FAMILY SERVICES SPECIALIST III	32	E	12.374
FAMILY SERVICES SPECIALIST II	31	E	12.376
FAMILY SERVICES SPECIALIST I	28	E	12.379

SERIES CONCEPT

Family Services Specialists perform a variety of paraprofessional duties to assist families in achieving self-sufficiency. Incumbents determine eligibility for a variety of public assistance and health related programs; provide coordinated employment and training services including assessment, vocational guidance, support services and education to clients; and/or provide child support enforcement services. Positions in this series may specialize in one service area, or may work in multiple areas depending upon the needs of the agency.

CLASS CONCEPTS

Family Services Specialist III: Incumbents allocated to this class either:

- 1) Function as a leadworker the majority of the time on a regular and recurring basis and may carry a caseload as required. Incumbents are assigned to a small rural satellite office or a large unit in a metropolitan office. In a small satellite office, incumbents report to a Family Services Supervisor; oversee office operation; resolve customer relations issues; and report facility maintenance and equipment repair needs to management. In all settings, incumbents review work products for proper completion and timeliness; resolve routine problems; demonstrate proper work methods; provide on-the-job training, work direction, and input to performance evaluations; may prioritize and assign work to a unit of lower level Family Services Specialists; and perform supervisory duties in the absence of the Family Services Supervisor. They also check eligibility determinations; respond to questions from staff; gather and analyze performance data and prepare related reports; track performance issues to provide feedback to the Professional Development Center to improve curriculum; lead corrective action planning; and provide technical expertise to the unit concerning automated systems; or
- 2) Perform the full scope of child support enforcement duties to include locating non-custodial parents; establishing paternity and determining ability to support their minor dependent children; obtaining support orders and acknowledgments of paternity; obtaining and reviewing existing court orders for child support; petitioning the court for orders to establish paternity and/or for payment of child support. Incumbents elicit information relative to child support services; initiate administrative and/or judicial procedures to ensure compliance with child support regulations and court orders; enforce established court orders for child support according to applicable federal regulations and State laws, policies and procedures by notifying the non-custodial parents, initiating income withholdings, liens and seizure of assets directly or indirectly through the district attorney's office, intercepting unemployment benefits and income tax refunds, and initiating other means of collection to recover monies owed the State and caretaker of the children. In addition, they prepare and present case summaries to the administrative hearings officer or court master for the hearing process; describe non-custodial parents' personal history and financial status to assist the court in establishing paternity, determining the amount of child support and arrearage, ordering appropriate repayment to the State, and enforcing or modifying current child support orders.

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CLASS CONCEPTS (cont'd)

Family Services Specialist III (cont'd)

This is the journey level in the series for child support enforcement positions. Positions at this level are distinguished from Family Services Specialist II's in child support enforcement by the broader scope of duties and greater responsibility in initiating administrative and/or judicial procedures to establish or enforce orders for payment of child support.

Family Services Specialist II: Incumbents perform duties in one or more of three program areas. This is the journey level for positions that determine program eligibility or facilitate employment and training of clients.

Representative duties of positions that DETERMINE PROGRAM ELIGIBILITY:

Interview benefit applicants and recipients as specified by policy; explain conditions of initial and continuing eligibility; elicit information to determine which public assistance programs are applicable and what information and verifications are needed to establish eligibility and continue, reinstate, terminate or deny benefits.

Assist clients in completing required applications and declarations which may include information concerning residency requirements, household composition, income and resources, health status, educational levels and employment history.

Research and verify information provided by clients by accessing State and federal vital statistics and contacting landlords, employers, utility companies and personal creditors in order to confirm citizenship, residency, household composition, current and previous earnings, and projected household expenses.

Access computer databanks to review client history relative to income and resources, employment status, unemployment benefits, vehicle ownership and public assistance benefits; document information on standardized forms according to program requirements and agency procedures; contact agencies within and outside the State to verify the number of months recipients received cash benefits which count toward lifetime limits.

Evaluate and process information by comparing facts and case circumstances to establish eligibility and payment guidelines; compute income and evaluate other factors impacting the level of benefits; make determinations regarding initial and continuing eligibility and benefit levels according to required timeframes and program regulations, policies and procedures.

Review case files to determine if decisions under appeal are appropriate and timely; compare the elements of eligibility to applicable policies and procedures; conduct pre-hearing conferences with clients to explain agency position and policies; listen to and document appellant statements and explain the appeal process; notify the hearings office and appellants of changes in the disposition of cases.

Prepare written summaries and chronological exhibits of cases for presentation at hearings; coordinate hearings activities with legal representatives for the agency and appellants, and process required forms and reports.

Review overpayment referrals and initiate recovery; verify the accuracy of information contained in case files; substantiate client overpayments and compute overpayment amounts; notify clients and secure agreements for repayment; collect and document repayment activity; initiate legal action in civil court when warranted to ensure recovery of overpayments.

CLASS CONCEPTS (cont'd)

Family Services Specialist II (cont'd)

Representative duties of positions that FACILITATE EMPLOYMENT AND TRAINING OF CLIENTS:

Interview clients to elicit and collect information regarding barriers to employment, education, work history, career goals and personal characteristics to assess their vocational potential and available employment options; administer basic education and skills tests and analyze results; refer clients for professional assessments as necessary; identify existing job skills, prior work experience and immediate employment barriers such as the lack of transportation, child care, housing and basic life and job skills; evaluate client circumstances for work program exemption and hardship classification.

Conduct workshops and training sessions to enhance client skills and employability; assist with resume writing and filling out employment applications; provide guidance on appropriate grooming for employment; advise clients regarding vocational choice, change and adjustment; refer clients to community resources; and facilitate the clients' paid employment to reduce their dependency on public assistance.

Provide group and individual orientation for clients to encourage cooperative participation, achieve client employment goals, and promote self-sufficiency; explain program objectives, requirements and services, and respond to client questions.

Advise clients, individually and in groups, regarding time limits and program expectations, vocational choice, change, and/or adjustment problems; establish practical and realistic vocational goals and assist clients in effecting positive changes in their personal, educational, and/or occupational lives.

Develop a comprehensive personal responsibility plan in collaboration with the Temporary Assistance for Needy Families (TANF) head of household utilizing individual and/or professional assessments; design an individualized job training plan based on client career objectives, existing employment barriers, and employment/educational opportunities in the community; provide job referrals to employers or other employment staff; encourage clients to seek employment consistent with established vocational goals and provide coaching in job search techniques.

Manage ongoing cases by coordinating services through community providers and referring clients to other service providers for training, education, financial assistance and job searches, and resolution of health, housing, child care and transportation problems; evaluate progress toward employment goals; co-manage cases with other agency personnel; identify and refer clients with employment barriers such as domestic violence, substance abuse, and mental illness to social workers and/or the appropriate authority; transfer information to other State and divisional programs in accordance with policies and procedures; initiate and/or apply corrective action when clients fail to comply with program requirements.

Monitor and document client activities with the use of timesheets, home and worksite visits, progress reports, telephone calls, and office visits in accordance with policy and procedure.

Review and monitor client program eligibility by verifying reported information; approve and make payments to non-contract vendors and providers for clothing, tools, transportation and support services within budget limitations; examine the accuracy of bills and receipts, verify and compute hours and monetary obligations, and apply appropriate program policies, procedures and regulations.

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CLASS CONCEPTS (cont'd)

Family Services Specialist II (cont'd)

Representative duties of positions that FACILITATE CHILD SUPPORT ENFORCEMENT:

Under general supervision, incumbents perform a limited scope of child enforcement duties below the journey level. Interview individuals to obtain preliminary information in a district office or satellite office following their application for public assistance or application for child support services. Provide information concerning the requirements to pursue child support; elicit information regarding paternity of children and location of non-custodial parents; explain child support services, benefits, policies and relevant federal regulations and State laws; assist applicants in completing application forms; review information for accuracy and completeness of facts and data presented. Ensure information provided is consistent with case history data in computerized records; confer with eligibility staff and representatives of other public service entities and community organizations.

Act as child support liaison for social service programs, district attorney offices, child support enforcement offices and community providers; research and assist applicants in resolving non-cooperation issues with district attorney offices; audit cases to resolve sanction issues; and provide completed documents required to establish paternity and/or court orders to district attorney offices and out-of-state jurisdictions. Provide child support training to public assistance staff to enhance data integrity; research rejected referrals report and provide resolution by updating information on computer systems.

Family Services Specialist I: Under close supervision, incumbents receive formal classroom and/or on-the-job training provided by the agency while performing some or all of the duties described. Cases assigned may be diverse and complex; however, assistance in selecting and applying the appropriate regulation or procedure is provided by a higher level Family Services Specialist or supervisor, and the results are subject to closer review.

This is the entry level in the series which provides for progression to the journey level upon satisfactory completion of the required training period, meeting minimum qualifications, and with the recommendation of the appointing authority. (Positions performing the full range of child support enforcement duties progress directly to Family Services Specialist III; positions performing a limited scope of child enforcement duties may progress to Family Services Specialist II upon meeting minimum qualifications, satisfactory performance, and with the approval of the appointing authority.)

MINIMUM QUALIFICATIONS

[SPECIAL REQUIREMENT:]

~~— * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.]~~

FAMILY SERVICES SPECIALIST III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of paraprofessional experience performing social services case processing duties which included application of rules and regulations, conducting personal interviews with applicants for the purpose of exchanging information; documenting facts pertinent to program requirements, researching financial circumstances and determining eligibility; **OR** one year of experience as a Family Service Specialist II in Nevada State service in eligibility or employment and training; **OR** one year of experience as a Family Services Specialist I in Nevada State service performing the full scope of child support enforcement duties.

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MINIMUM QUALIFICATIONS (cont'd)

FAMILY SERVICES SPECIALIST III (cont'd)

ELIGIBILITY AND EMPLOYMENT TRAINING POSITIONS:

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

Detailed knowledge of: eligibility requirements for various public assistance programs including, but not limited to, Temporary Assistance for Needy Families (TANF), Family Medical Coverage (FMC), Food Stamps, and Medical Assistance to the Aged, Blind and Disabled (MAABD). **Working knowledge of:** automated systems and equipment used in processing applications and ongoing eligibility. **Ability to:** analyze data and draw conclusions; prepare narrative and statistical reports; *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: coaching and mentoring techniques. **Ability to:** provide on-the-job training; assign and review the work of others; implement corrective action plans; in a satellite office, oversee office operations and ensure proper maintenance and repair of facilities and office equipment.

CHILD SUPPORT ENFORCEMENT POSITIONS:

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

Working knowledge of: rights to privacy and confidentiality of information; operation of computers including data entry and retrieval; case processing practices; parental obligations to support minor children as required by federal regulations and State laws; family court records; local, State, national and other resources used in locating non-custodial parents; procedures for establishing paternity, support obligations and securing compliance with court orders; calculate child support obligations, arrearages, penalties and interest. **Ability to:** read, understand and apply court ordered child support obligations; evaluate financial information and make appropriate recommendations; calculate child support obligations and arrearages; maintain and adjust account balances; communicate and coordinate support enforcement efforts with federal, State and county agencies; recognize signs of abuse or neglect and report it to the proper authority; work independently and follow through on assignments with minimal direction; and all applicable knowledge, skills and abilities required at the lower levels.

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

Working knowledge of: federal regulations, State laws and agency policies and procedures related to paternity and child support; family court and processes involved in establishing paternity and child support obligations; administrative and judicial hearing processes; procedures, practices and methods used to locate non-custodial parents and their assets; computer systems sufficient to access information provided by child support, public assistance, employment and unemployment programs, motor vehicle records, and other agencies; State formulas and processes used to establish child support obligations; good cause provisions. **General knowledge of:** availability of social service programs affecting child support enforcement; child support laws of other states; social services available within the community; proper court procedures sufficient to prepare relevant evidence and present the facts of the case; practices and protocol of district attorney offices, district courts, and administrative hearings. **Ability to:** negotiate and exchange ideas, information and opinions with others to formulate joint decisions, conclusions or solutions; persuade others to cooperate in achieving program goals; analyze information, issues, situations, practices or procedures to identify problems, recognize alternatives and their implications, and propose solutions.

MINIMUM QUALIFICATIONS (cont'd)

FAMILY SERVICES SPECIALIST II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of paraprofessional experience performing social services case processing duties which included application of rules and regulations, conducting personal interviews with applicants for the purpose of exchanging information; documenting facts pertinent to program requirements, researching financial circumstances and determining eligibility; **OR** one year of experience as a Family Services Specialist I in Nevada State service.

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

Working knowledge of: rules, regulations, policies and procedures pertinent to available social service programs; available community resources including their roles, services and responsibilities; federal and State non-discrimination and Privacy Act laws applicable to social service programs; case management practices; education and training requirements for a wide variety of occupations. **General knowledge of:** laws applicable to reporting child abuse and neglect. **Ability to:** conduct effective interviews and explain complex regulations and requirements; recognize evidence of domestic violence and take appropriate action; recognize and make referrals for substance abusers; ask questions and evaluate responses; defuse potentially volatile situations; organize and prioritize work to meet required timeframes; establish and maintain rapport with applicants and benefit recipients; set priorities which accurately reflect the relative importance of job responsibilities; speak one-on-one or to groups with persons of various ethnic, cultural and educational backgrounds; write concise, logical, grammatically correct summaries to document and explain case activities; compare data to program standards; document facts and prepare clear and understandable case notes; navigate effectively in a Windows-based computer system; type narrative materials using word processing software; read and interpret technical and legal documents such as divorce decrees, property deeds, insurance policies and program manuals sufficient to determine client resources; work independently and follow through on assignments with minimal direction; *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, policies, and procedures pertinent to assigned program(s); guidelines and requirements of other social service programs available in the community.

FAMILY SERVICES SPECIALIST I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in a clerical/administrative/program support role which included customer relations; obtaining, verifying and evaluating information; organizing and prioritizing work in order to meet timelines and standards; applying and explaining program rules, regulations, policies and procedures; and performing mathematical computations; **OR** two years of experience as an Administrative Assistant II in Nevada State service; **OR** sixty semester credits from an accredited college or university in general studies, business administration, social science or human services and one year of experience as described above; **OR** an equivalent combination of education and experience.

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

Working knowledge of: functions and operations of an administrative office. **General knowledge of:** recordkeeping; basic interviewing practices; social service programs and their purpose; rights to privacy and confidentiality of information. **Ability to:** read and apply rules, regulations, policies and procedures; learn federal, State and local resources serving the needs of applicants; maintain confidentiality of client records; receive inquiries and provide information; verify information from a variety of sources; compile information and prepare reports; communicate effectively both orally and in writing; operate computers and peripheral equipment to store, record and retrieve information; establish and maintain accurate records; work as part

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MINIMUM QUALIFICATIONS (cont'd)

FAMILY SERVICES SPECIALIST I (cont'd)

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

of a team; interact effectively with persons from varying social, economic and cultural backgrounds. **Skill in:** making accurate mathematical calculations including addition, subtraction, multiplication, and division of whole numbers, fractions and decimals.

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

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ESTABLISHED:	7/1/03P 10/14/02PC	5/18/78	6/1/69
REVISED:			10/21/71
REVISED:			11/16/72
REVISED:			1/5/73
REVISED:			9/27/74
REVISED:			9/29/77
REVISED:		6/19/78-3	5/18/78
REVISED:		8/1/78	
REVISED:		12/19/85-12	12/19/85-12
REVISED:		7/1/93P	7/1/93P
		10/23/92PC	10/23/92PC
REVISED:		7/1/03P	7/1/03P
		10/14/02PC	10/14/02PC
REVISED:	4/10/07UC	4/10/07UC	4/10/07UC
REVISED:		10/6/09UC	
REVISED:	4/11/14PC	4/11/14PC	4/11/14PC

Personnel Commission Meeting
June 10, 2016

FOR INFORMATION ONLY

The minutes of the January 27, 2016 regulation workshop have been included for your review and consideration of the proposed regulations. The Small Business Impact Statement has also been included for your review and consideration of the proposed regulations.

**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCE MANAGEMENT**

**REGULATIONS WORKSHOP
MEETING MINUTES**

Wednesday, January 27, 2016

Gaming Control Board
1919 College Parkway
Carson City, Nevada

and

Grant Sawyer State Building, Room 2450
555 East Washington Avenue
Las Vegas, Nevada

STAFF PRESENT IN CARSON CITY:

Shelley Blotter, Deputy Administrator, DHRM
Lee-Ann Easton, Administrator, DHRM
Peter Long, Deputy Administrator, DHRM
Carrie Hughes, Personnel Analyst, DHRM
Rosana Woomey, Personnel Analyst, DHRM
Angelica Gonzalez, Personnel Analyst, DHRM
Beverly Ghan, Personnel Analyst, DHRM

STAFF PRESENT IN LAS VEGAS:

Adrian Foster, Personnel Analyst, DHRM

OTHERS PRESENT IN CARSON CITY:

Melody Duley, NDOT
Kimberly King, NDOT
Alys Dobel, DMV
Allison Wall, DETR
Stephanie Neill, NSHE
Jared Keller, NDOT
Tonya Sieben, NDOT
Nicole Waddell, NDF
Deborah Harris, BHHS
David Wright, NDOC
Ann Para, ADSD
Kathleen Kirkland, AHRS
Dave Badger, DMV

Susie Bargmann, DPBH
Scott Anderson, SOS
Sue Dunt, NSHE
Renee Depaoli, DWSS

OTHERS PRESENT IN LAS VEGAS:

Allan Gliponeo, DMV
Dottie Martin, ADSD
Lori Gaston, ADSD
John Scarborough, CSN

I. CALL TO ORDER

Shelley Blotter: Opened the meeting and explained the reason for the workshop was to solicit comments from affected parties with regard to the regulations proposed for permanent adoption. She noted that based on the feedback received, the proposed language may be changed, be deleted, additional regulations may be affected, or they may not move forward.

Lee-Ann Easton: Commented that the Division staff are here to listen and that nothing is set in stone. Asked that everyone give their comments because they do want a cooperative relationship with agencies.

II. Review of Proposed Changes to NAC 284

NEW	"Professional employee" defined.
284.5405	Annual leave: Credit upon reinstatement, rehiring, reemployment or transfer.
284.551	Sick leave: Credit upon rehiring, reemployment or transfer.
284.204	Adjustment of steps within same grade.
284.581	Adoption by reference of federal law and regulations.
284.52315	"Child" defined.
NEW	Use of medical marijuana.
284.650	Causes for disciplinary action.

Shelley Blotter: Explained that staff explain each section and then time would be allowed for comments.

Carrie Hughes: Introduced herself as a Personnel Analyst with the Division of Human Resource Management. She explained, The Nevada System of Higher Education employs individuals in positions which are categorized as professional or administrative faculty. The proposed new regulation, as well as the amendments to NAC 284.5405 and 284.551 are intended to address the inconsistent treatment of Nevada System of Higher Education professional employees when they transfer into classified or unclassified positions.

The proposed new regulation defines a Professional Employee as an employee of the Nevada System of Higher Education, with administrative duties that is not in the classified or unclassified service.

The proposed amendment to subsection 9 of NAC 284.5405 provides that a professional employee's annual leave is recomputed based on what it would have been had the employee been in a classified or unclassified position and made available following a transfer into a classified or unclassified position without a break in

service.

The proposed amendment to subsection 5 of NAC 284.551 provides that a professional employee's sick leave is recomputed based on what it would have been had the employee been in a classified or unclassified position and made available following a transfer into a classified or unclassified position without a break in service.

Shelley Blotter: Requested comments.

Kimberly King: Introduced herself as being from NDOT. She asked if something could be put in front of 'professional employee' to identify that it's for Nevada System of Higher Education. Her concern is that it would not be clear as NDOT also has professional employees.

Shelley Blotter: Noted that the Legal Division of the Legislative Council will draft a lead line for that to be clearer.

Stephanie Neill: Introduced herself as being from NSHE. She noted that she feels this is a wonderful regulation as a long-term classified employee. She felt this guarantees the security of her leave accrual regardless of her decision to stay classified or move to administrative faculty type position.

Shelley Blotter: Asked Carrie Hughes if administrative faculty is also included.

Carrie Hughes: Stated that it is her understanding that it also include administrative faculty, and that may be something to clear up in the definition.

Shelley Blotter: Moved to the next item, NAC 284.204.

Peter Long: Introduced himself as Deputy Administrator for the Division of Human Resources Management. He explained, the revision is proposing modifications to NAC 284.204, adjustment of steps within the same grade, at the request of and in coordination with the Office of the Governor, the Governor's Office of Finance and the Department of Administration.

He reiterated that, this is the draft and they are looking for any and all comments on how it can work for agencies. He noted, basically what this does is modifies when an accelerated rate may be given, clarifies an adjustment for equity among positions within the same department or agency and not across State service. It removes the ability to create an inequity unless approval is obtained from the Office of the Governor and makes revocation of the accelerated rate a requirement when the criteria that caused the adjustment no longer exists or the employee moves to a position in an area where a recruiting problem does not exist.

He noted, there was feedback in written form from the Secretary of State's Office, specifically from Scott Anderson, Chief Deputy Secretary of State and that memo will be entered into the record as part of the minutes from this meeting.

Scott Anderson: Introduced himself as Chief Deputy Secretary of State from the Office of the Secretary of State, Barbara Cegvaske. He appreciated the opportunity to give comments in regards to this and from the letter that was sent, there were a couple of concerns. They have spoken with the Governor's Office and understand the concerns which brought this regulation forward. They did have a few concerns, especially about the 'mandating' and the 'must', as far as taking back an increase that may have been otherwise warranted.

There were no objections to subsections 1(a) or 1(b). It was mainly in regards to subsection 1(c). They feel

that there could be problems with a supervisor that has to say, discipline somebody that was the cause for the supervisor's increase and there may be some hesitation to do that, knowing that if they were to demote or dismiss an employee that it wouldn't negatively impact on the supervisor's pay. He noted, there are some issues, unforeseen issues that may occur because of that.

Further he noted, there were also some concerns about the mandate and the 'must' language. They felt that leaving it as a 'may' and perhaps adding some additional review of such circumstances by DHRM, that there could be still some discretion left to the agency.

Kimberly King: Stated she had some questions. She asked, what is to be accomplished with these regulations?

Peter Long: Explained that what they are trying to accomplish is to maintain fairness and equity across agency lines, specifically for equity adjustments. He stated, EMC has had their fair share of grievances lately, from departments that can't afford to adjust pay based on equity and those employees are comparing themselves with agencies that can. Per the feds, the State could be perceived as one employer. To allow adjustments within one agency and not across other agencies, could be seen as an Equal Pay for Equal Work issue. The intent is to narrow the criteria. They're certainly not trying to stop someone or any agency who does have a need for an accelerated rate or equity adjustments, they're just trying to get a handle on how to maintain fairness across State service.

Kimberly King: Stated, her comment on that would be, everyone knows there is a problem. They've been doing budget Band-Aids for a while now. Those budget Band-Aids are now coming into play that there are inequities across the State, even within departments. That's what is happening with the employees complaining and what the EMC is seeing.

Her understanding of this regulation in the past, is that they couldn't make an adjustment of a step unless it was fiscally possible to adjust others to make sure there were no inequities. It appears that this regulation change is actually going to give the ability to create inequities. She thinks that's going to be problematic.

She further stated, now it looks like an inequity can be created, it makes it clear that is allowable if the Governor's Office approves it. The question there is, how will discriminatory type decisions be prevented, or defended if it's not discriminatory? Because, what will happen is, the agencies no longer have delegated authority, so they're actually giving them what they need but it's going to be up to them to make that decision. She thinks that might become problematic in the big picture.

She further noted the term "critical to agency operations." That might be difficult to defend. She is unsure on the definition of that is, so that would be another question.

Also, in subsection 3, this subsection applies to only initial appointments. She noted, that makes it so that if there are recruitment difficulties, if there is an exceptional candidate, as long as they don't work for the State, they can look at an accelerated salary, but if they work for the State—let's say they came in as a clerk because they needed a job, but this person has experience, they have the criteria and now they want to put them up here and they want to keep them that employee would not be able to receive an accelerated rate. Should that be allowable for existing employees? Because it's telling State employees, you aren't valued as much as the outside candidates.

Lee-Ann Easton: Stated, that's not the intent.

Kimberly King: Acknowledged that and stated, they get a lot of comments. She stated, she thinks she knows what this means, but the subsection only applies to initial appointment in State service. It does not

apply if a selective criteria was used in the recruitment and it does not apply if the adjustment will cause an inequity between current employees, which would require the adjustment of steps for those employees, unless upon submitting written justification the appointed authority obtains written concurrence from the Officer of the Governor. She thinks that plays into that the Governor's Office can create an inequity.

She further noted, this does not apply if selective criteria was used in their recruitment. They have a 15.39 vacancy rate in her department. They are recruiting. They have snow plows that don't have people to put in them. They don't believe in shortening the recruitment period because that just means that you get less numbers, it doesn't mean that you get the best qualified.

She explained, they use selective criteria to get the best qualified for those jobs, which in reality, if selective criteria is used, it's going to make it even more difficult to show that somebody has exceptional qualifications because they will be compared to other people who have those great criteria. If they can use selective criteria, they're getting the better crop that they're comparing to.

In addition, they do vacancy based recruitment at NDOT as much as they can. They want to give managers lists that they can use that people are interested in. Currently, they would not be able to continue doing that because DHRM requires a selective criteria if there is an existing list. That would be problematic.

The matrix. The matrix is already required procedurally by DHRM. It's been an interesting process. Those matrixes can take staff two full days to do one, because they're doing a good comparison. They look at the minimum qualifications and the exceptional qualifications for a job.

She stated, they've been using those matrixes and doing accelerated offers, and they are having people turn them down. They have a couple of problems. One is that it takes too long and candidates are getting other jobs. They're also having people turn them down because they can't meet the salary needed because they can't get it up any higher and create an inequity with existing employees.

She noted that under subsection 4(a) the term "criteria" is used, and believes that is more vague than what was there before, and that a definition of exactly what is meant be included.

Lee-Ann Easton: Gave thanks and appreciation for the comments and added she just wanted to state that Ms. King is not alone in this. They do know that there are issues with hiring and there are a lot of difficult positions to fill out there. They're trying to do the best they can on regulations, and do understand the concerns.

Kimberly King: Proposed getting a task force together and do some brainstorming to find solutions to the big picture.

Lee-Ann Easton: Explained that the Governor's Office has a task force put together that is going to be meeting in the next week to look at exactly this and as a global, overall State process. Unfortunately, revenue streams haven't been at a level where everyone can be adjusted at this point. The Governor's Office definitely recognizes the difficulties with hiring.

Peter Long: Noted that he and the Department understands the concerns with this. He asked that any solutions to these concerns would be useful and that they could be submitted to him.

He stated, "critical" was just a term that was used. Another broader term could be used, possibly a term that is already in regulation, for example, "urgent and compelling." That is when someone contests an exam and an agency can still get a list if they demonstrate an "urgent and compelling" need.

The intent is to remain a little vague on these so that they address your concerns as they come up and not be tied to something so specific that they have to say no. If there is another word that might fit better there, please suggest it. The intent is to limit this to positions that really do need an accelerated rate.

The intent was not to devalue State employees at all. In the merit system, they were tasked to do internal recruitments before going to open competitive. Open competitive must be requested first. What this is doing is saying, there are no internal candidates, then the rate for an outside candidate may be accelerated. This is clarifying what is already in practice based on questions from agencies. There's a regulation related to the pay on promotion. Also, the Division has assisted agencies in the last few years by unranking a number of lists. So, there's no need to do an internal promotional recruitment for someone to be in the top 5 ranks. This enables agencies to reach candidates down to what used to be six or seven or eight, which may be the better candidate. It was not intended to devalue State employees in any way.

Kimberly King: Recognized it wasn't intended. She explained that at this time, State employees are leaving State employment. They do better leaving State employment and coming back because of the recruitment difficulties. Basically, they're unable to retain good employees. In addition, when they do these evaluations on whether or not there should be an accelerated salary, they are comparing to everybody else on that list. They have to create that matrix, first of all comparing everybody on that list, and then if they're going to do the accelerated salary, then they have to do a matrix comparing to everybody else in that job class, in her Department, unless the can identify a location that's different. This isn't something where they're going down to just pick an internal candidate where they're asking for the accelerated salary. These are the truly exceptional and outstanding employees that they need to keep the State moving forward.

Peter Long: Added that the way the regulation is written now, it could be open to abuse. An agency is fortunate to get a list of 20-30 people, and they are starting to produce lists with more people. He can't address the quality of the list, except through feedback that they've gotten since they started with Careers in Government and being out on some of the social media; they have gotten feedback that the quality of the applicants has improved. They don't ask you to compare every person on the list. They ask you to compare five or six. The system could be abused if the five least qualified on that list are compared against the person for which an accelerated rate is being requested. They don't go through all the other 15 or 25 to see if maybe they had better qualifications than the five that was used for comparison. They were just trying to tighten that up so that it truly is the top candidate that's being asked to receive an accelerated rate.

Kimberly King: Recognized the comment. Wanted to make it known how they work the selective criteria to bring up the cream of the crop instead of having a two or three day recruitment to get applicants in, if a lot of good candidates are expected, they will put a selective on there. The next thing that they do is to use the clarifying questions to help hiring managers identify which people are going to be most qualified for that position so that they're interviewing those people. They have to be able to define what their selection criteria was for the interviews. And then from there, they make their selection. She noted, if there is concern about that, she would rather do a comparison of everybody on the list rather than to make it so that selective criteria cannot be used. This could be more work for them and the managers.

Peter Long: Noted, he's not suggesting that. If the selective is working, then that was just put in there. There is a statement included that any experience or education which is considered by the appointed authority must be given a greater weight for those areas which are directly related to the position than general education and experience. If an open recruitment is done, the desired experience could be included. When a selective is used, it doesn't really tie to what's written there, other than general education and experience, because everyone is going to have the selective criteria to be on the list. He was actually trying to clarify that when he wrote it. He thanked Ms. King for the feedback on how it could be more difficult to administrate.

He continued by discussing the term "create an inequity." He noted, they may be doing that now in equity

adjustments in that someone is selected based on special experience and the years of experience that they have to get the accelerated rate. Then other employees are adjusted or asked to have their steps adjusted for equity based on what he's seen, and he may be missing something, based on their years of experience. It is not years of experience tied to the specific type of experience that caused the original candidate to get the accelerated rate. He further noted, if they're adjusting for equity, it should be for the specific employees that have the experience related to why that person got an accelerated rate, not every employee that has a certain number of years' experience that ties to that employee who got the accelerated rate.

He added, what they're seeing is, the system itself is a little messed up due to the freeze of MSIs. They're seeing employees that are upset because someone comes in at an accelerated rate and they've been there a year and they're at a higher step than someone who worked through the years without MSIs, was a dedicated State employee, and can't be adjusted if the Department doesn't have the money to adjust them. What it also does is limit the Department from hiring a good employee because they can't afford to adjust everyone else. So they're taking an employee that is at a lower step so they don't create an inequity. The intent was that, yes, they can create an inequity if that specific experience was what they needed and not just based on years of experience across the board.

Kimberly King: Stated that could create a problem with morale amongst current employees. They've got people starting to leave the State and get other jobs and then they'll come back because they do have exceptional experience and education that they want to retain but are losing. Some come back, some don't.

Peter Long: Acknowledged that may not be working, but that was the intent to try and address that situation so an inequity could be created.

Kimberly King: Stated she would go through the regulations and see if there was anything she could make recommendations on. She stated, she thought the regulations were already clear that each agency is different.

Peter Long: Explained that it was clear to those in HR, but not to the layman, and that's why we have seen some grievances going before the EMC. The changes are trying to clarify what DHRM already thought was clear.

Kimberly King: Stated she thought the regulations were already clear, and at the same time, she doesn't believe they should be making inequities.

Shelley Blotter: Asked for further comment. There was none. Move on to NAC 284.52315 and 284.581.

Carrie Hughes: Explained, that the repeal of NAC 284.52315 and the amendment to NAC 284.581 will apply to the Family Medical Leave Act's definition of the term "child" to the use of "child" in the Attendance and Leaves section of Nevada Administrative Code, Chapter 284. The intent is to provide a uniform definition for family sick and administrative leave use, both when the FMLA does and does not apply. The FMLA's current definition of 'child' will be provided in an informational note, in the Rule State Personnel Administration publication.

Shelley Blotter: Asked for further comment. There was none.

Carrie Hughes: Explained that SB 447 of the 2015 Legislative Session amended NRS 453A.800 to include new subsections allowing law enforcement agencies to prohibit an employee from engaging in the medical use of marijuana. Two versions of the new amendment were proposed based on these statute changes.

In subsection 1 of both versions, employees who are "peace officers," as defined in NRS 289.010, employees who are in positions that have been determined by the Personnel Commission to "affect the public's safety"

and positions and subject of random testing such as those under the Federal Motor Carrier Safety Administration's rules are prohibited from using medical marijuana.

Also in both versions, it provides that an employee who is pre-employment tested when conditionally offered another position and who tests positive for marijuana but holds a valid registry identification card to engage in the medical use of marijuana will be removed from all lists requiring pre-employment testing and will have the offer withdrawn but will not be subject to disciplinary action on the basis of being under the influence of medical marijuana nor will the employee be subject to a return to work test.

Version 2 differs in that it additionally addresses post-accident and reasonable suspicion testing. It provides that an employee who tests positive due to a post-accident or reasonable suspicion test and holds a valid registry identification card to engage in the medical use of marijuana may be disciplined as provided for in NAC 284.650. However, the employee will not be subject to a return to work test.

The intent of exempting an employee who holds a valid registry identification card to engage in the medical use of marijuana from a return to work test is to prevent an automatic disciplinary separation as most agency's Prohibitions and Penalties allow for or require a disciplinary separation upon an employee's testing positive twice. This gives an agency an opportunity to investigate whether it is possible to "make reasonable accommodations for the medical needs" of the employee as outlined in NRS 453A.800.

Shelley Blotter: Stated that they know that this is a very contentious issue and that many have concerns regarding this. She noted, they are still going through the process of trying to determine what is legally appropriate under Nevada State Law and federal law. They welcome comments, either on the topic in general or one of the two versions.

Kimberly King: Noted she had a statement and then one comment. NDOT has concerns as a recipient of federal funds which requires the agency to follow the federal Drug-Free Workplace Act. The agency would not want to risk any federal funding. She further stated, her other comment related to 284.650(15), use of marijuana. It is important to be clear on that; if the intent is not smoking or ingesting on the work site. Her understanding is, if an employee has a positive test and it's in his or her system, he or she is using marijuana.

Deborah Harris: Introduced herself as Deputy Director, Administrative Services, Department of Health and Human Services. She thinks that it's been discussed in prior meetings but their main concern is that they did obtain an Attorney General opinion from Linda Anderson who was also responsible for the medical marijuana program with the State. Ms. Anderson feels that the regulations suffice as currently written.

She further noted, they don't really believe that there's a need to separate medical marijuana from any other drugs or controlled substances that employees are utilizing due to medical conditions. They believe that they should manage them consistently across the board. The concern is, why is medical marijuana now any different from any other prescription that an employee may have for a medical condition?

Version two is the most palatable but they still have concerns because they believe it's an unnecessary regulation changes and they are comfortable with regulation as it currently stands.

Kimberly King: She noted that she was coming up as a private citizen of the State of Nevada. She explained that she has made the State her home and she intends to retire here in the future.

She stated she understands that the Legislature and the State of Nevada support medical marijuana. She also supports the availability of medical marijuana for individuals for whom this drug will help with their medical needs. However, she is concerned that these regulations, as written, will not allow agencies to receive federal funding to comply with the federal Drug-Free Workplace Act.

Although the State of Nevada has legalized medical marijuana, at this time the federal government has not, and still considers medical marijuana an illegal drug. The Drug-Free Workplace Act requires the recipient of federal funds to publish a statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantees workplace and specifying the actions that will be taken against employees for the violations of such prohibition.

She sees this regulatory language as contrary to the law, the federal law. She's requesting the Division of Human Resource Management and subsequently the Personnel Commission, review and ensure that the regulatory language will allow agencies that are federal recipients to be in compliance with the Drug-Free Workplace Act.

Sue Dunt: Introduced herself as being Risk Manager with Nevada System of Higher Education. From their perspective of the two versions, they would clearly prefer Version 2. That allows them to do management in regard to liability if they have employees that may be over-utilizing their medical marijuana or maybe not using it at night, versus during the day. They would definitely support, if this were to move forward, that this second version be the one that would be considered.

She further explained that they are also a recipient of a large amount of federal funds. They think it would be beneficial to have some kind of acknowledgment within the regulations that, if there are federal funds involved, that maybe legality of allowing this in the workplace should be looked at.

Overall, NSHE has developed an internal policy that doesn't allow the use of medical marijuana, primarily due to the federal funding issues. So, they just would be hopeful that it could somehow work out that the issue is considered and it's somehow being worked into the regulation.

Shelley Blotter: Asked if there were further comment.

Lee-Ann Easton: Explained that she also had some concern after the workshop and this is why these workshops are so important, that we all try to work together and get as much information as possible.

Shelley Blotter: Noted, there is one other regulation – 284.650. One of the commenters already commented on the changes, but in the event someone wants to speak to that one directly, comments would be accepted on that before closing. She commented that, with that, it looks like all the territory had been covered. She expressed appreciation and reminded attendees to feel free to send any written comments to her, or Lee-Ann or Peter.

III. ADJOURNMENT

Shelley Blotter: Adjourned the meeting.

Brian Sandoval
Governor



Patrick Cates
Director

Peter Long
Administrator

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

May 4, 2016

Regulation Small Business Impact Statement

The Division of Human Resource Management has determined that the adoption of this proposed regulation does not impose a significant economic burden on small businesses, nor will it restrict the formation, operation or expansion of small business.

These regulations only impact the classified service of Executive Branch departments and the Nevada System of Higher Education.

I certify that to the best of my knowledge or belief, a concerted effort was made to determine the impact of the proposed regulation on small business and that the information contained in this statement is accurate.

5/5/16
Date

FOR DISCUSSION AND POSSIBLE ACTION

The following regulations have been proposed for permanent adoption. A brief explanation precedes each section and summarizes the intent of the regulation change. **NOTE:** Language in *italics* is new, language in brackets ~~{omitted material}~~ is to be omitted.

The following summarizes the recommended action of the Personnel Commission and identifies if there has been support or opposition to the proposed action.

LCB File No. R060-16

The Division of Human Resource Management recommends the amendment to NAC 284.204 to clarify that an adjustment in steps to resolve an equity issue or to is intended to be among positions in a department or agency, and not among positions across state service. Additionally, this amendment removes the requirement that when an appointing authority makes a request to the Division to adjust steps, the request must document that the adjustment will not actually create an inequity. Lastly, this amendment adds the ability to remove an adjustment of steps if the employee receiving the adjustment moves to another department or agency where the criteria that caused the adjustment no longer exists.

These proposed changes were discussed at a workshop on January 27, 2016. There was testimony by the Human Resource Manager of the Nevada Department of Transportation citing concerns with the proposed changes, as well as testimony from the Chief Deputy Secretary of State, Office of the Secretary of State, citing concerns with reversing a step adjustment.

LCB File No. R060-16

Section 1. NAC 284.204 is hereby amended to read as follows:

Explanation of Proposed Change: This amendment, proposed by the Division of Human Resource Management, clarifies that an adjustment for equity is among positions within departments/agencies and not across State service, removes the requirement that an appointing authority must ensure that an adjustment will not create an inequity, and adds the ability to remove an adjustment if an employee moves to a position in a department/agency where a similar recruiting problem does not exist.

NAC 284.204 Adjustment of steps within same grade. (NRS 284.065, 284.155, 284.175)

1. The Division of Human Resource Management may approve an adjustment of steps within the same grade to:

(a) Allow an appointing authority the flexibility to adjust the rate of pay for a position that will be filled by a person from a pool of eligible persons who are applying for the position on an open competitive basis in order to:

(1) Meet a difficult recruiting problem in which an effort to recruit a person for a position or class has failed to produce at least five eligible persons who are available to work, or the recruitment for the position or class has been deemed historically difficult. Such an adjustment of steps may be approved by the Division of Human Resource Management for a class for a period of 1 year.

(2) Employ a person whose education or experience is superior to those of another eligible person and who exceeds the minimum qualifications of the class. Any experience or education which is considered by the appointing authority pursuant to this subparagraph must be given a greater weight for those areas which are directly related to the position than general education and experience.

(b) Maintain an equitable relationship in the status of steps among the employees of the appointing authority if a disparity exists. An adjustment will not be granted pursuant to this section if the disparity in steps is:

(1) Among employees of different *departments or* agencies; or

(2) A result of:

(I) The length of service of employees;

(II) An adjustment in pay which was attained in a former class; or

(III) An adjustment in pay for an employee who resides in a particular geographical area.

(c) Maintain an appropriate differential, not to exceed two steps, between the base rate of pay of a supervisor and the base rate of pay of an employee who is in the direct line of authority of the supervisor. An adjustment may be granted pursuant to this paragraph if, before the adjustment, the base rate of pay of the employee is the same or greater than the base rate of pay of the supervisor.

2. Before granting an adjustment of steps pursuant to this section, the appointing authority must submit a request on a form prescribed by the Division of Human Resource Management to the Division of Human Resource Management which:

(a) Specifies the qualifying conditions and justification for the request; and

(b) Certifies that the appointing authority has, where applicable:

(1) Considered the requirements for the pay required to meet the need described in subparagraph (1) of paragraph (a) of subsection 1;

(2) Considered the qualifications of any other eligible person who is available for work for the purposes of subparagraph (2) of paragraph (a) of subsection 1;

(3) Ensured that the adjustment is feasible on the basis of its fiscal effects;

~~[(4) Ensured that the adjustment will not cause inequity between current employees which would require adjustments in the steps of those employees which are not feasible on the basis of the fiscal effects of such adjustments;]~~ and

~~[(5)]~~ (4) Prepared and maintained an accurate record of the consideration of the factors listed in this section.

3. If an adjustment of steps pursuant to this section is approved by the Division of Human Resource Management, the effective date of such an adjustment is the date on which a request that complies with subsection 2 is received by the Division of Human Resource Management or the personnel office of the *department or* agency at which the employee who is receiving the adjustment is employed. If a request for an adjustment of steps is delayed because an administrative or clerical error prevented the delivery of the request, the effective date must be determined by the appointing authority and must be based on the date on which the request should reasonably have been submitted. A retroactive adjustment must not exceed 6 months from the date on which the Division of Human Resource Management receives the request.

4. An adjustment of steps which is made pursuant to subparagraph (1) of paragraph (a) of subsection 1 may be revoked when:

(a) The recruiting problem which caused the adjustment was due to the geographical location of the position; and

(b) The employee ~~{transfers to an}~~ *moves from one position to another position in either a different area {where} within the department or agency in which the employee is currently employed or a different department or agency than the department or agency in which the employee is currently employed, and a similar* recruiting problem does not exist ~~{}~~ *in the new area, department or agency.*

➡ The employee must be placed at the step he or she would have received if he or she had not received the adjustment.

(Added to NAC by Dep't of Personnel, eff. 8-14-90; A 7-1-94; R197-99, 1-26-2000; R147-01, 1-22-2002; R015-02, 5-2-2002; A by Personnel Comm'n by R134-12, 10-4-2013)

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-A-1-a

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
2.154	Legal Office Manager	33	F	<i>2.154</i>	<i>Legal Office Manager</i>	<i>33</i>	<i>F</i>
2.151	Supervising Legal Secretary	31	F	<i>2.151</i>	<i>Supervising Legal Secretary</i>	<i>31</i>	<i>F</i>
2.153	Legal Secretary II	29	F	<i>2.153</i>	<i>Legal Secretary II</i>	<i>29</i>	<i>F</i>
2.156	Legal Secretary I	27	F	<i>2.156</i>	<i>Legal Secretary I</i>	<i>27</i>	<i>F</i>
2.158	Legal Secretary Trainee	25	F	<i>2.158</i>	<i>Legal Secretary Trainee</i>	<i>25</i>	<i>F</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Legal Secretary series. In consultation with management and agency Human Resource staff from agencies that utilize this classification, it was determined that minor revisions be made to the class concepts to better reflect common duties that may be performed by Legal Secretaries. Additionally, minor changes were made to the education and experience to maintain consistency in formatting.

Legal Secretaries perform specialized secretarial duties for attorneys, administrative law judges, and/or hearings/appeals officers including preparing legal documents and correspondence; calendaring; maintaining records; and providing assistance on routine problems and inquiries which are not of a legal nature. Incumbents may maintain current knowledge of assigned caseload and status of cases; provide general information to the public, State and local governments, attorneys, court personnel, and various office personnel; act as liaison between professional legal staff, departmental personnel, and the public; provide clerical support to assigned professional legal staff; draft routine correspondence, reports/statistics and other materials requiring specific knowledge of operational methods, policies and procedures for professional staff review; prepare and type requisitions and purchase orders, as required; process requests for payment and travel claims; format, prepare and type legal documents and correspondence in final format according to jurisdictional requirements; process and file documents with appropriate courts or quasi-judicial bodies in accordance with the specific procedures of each body, including manner of filing and established timelines. They also may gather, compile, organize, and prepare relevant material for professional staff to use in legal proceedings; review files and references to obtain information needed by professional legal staff; establish and maintain legal and general correspondence filing and cross filing systems as necessary; maintain a library references including legal publications, law digests, reports, opinions and court decisions; and distribute or assign appropriate clerical work to lower level staff.

2.154 - Legal Office Manager, Grade 33: Under direction, incumbents are responsible for general office services of a legal office. Assignments vary considerably and require the selection of different and often unrelated processes or procedures, depending upon highly variable circumstances of individual cases or situations. The incumbent must interpret and apply information to specific situations and problems for which there may be no clear-cut procedures, guidelines or precedent. Solutions to problems frequently require independent research, factual comparisons, and the examination of detailed information. Oversee the overall operation of one or more legal offices; manage support staff which must include a Supervising Legal Secretary; assist with budget preparation and monitoring; develop and implement standard operational procedures; and review requests for purchase orders for need and form accuracy. Assist the Accounting Division with annual inventory; responsible for ongoing inventory disposal, transfers and excessing. Provide administrative support to professional staff including acting as an executive assistant; overseeing special projects; gathering information and preparing program related reports and statistics; and performing legal secretarial duties as assigned.

2.151 – Supervising Legal Secretary, Grade 31: Under general supervision, incumbents perform the full range of duties outlined in the series concept and supervise multiple positions including two or more Legal Secretary II's. Incumbents at this level have full supervisory responsibility for assigned staff, oversee the flow of work, provide technical assistance in the preparation of documents, and act as liaison between professional and clerical staff. Supervising Legal Secretaries may be assigned to perform the more difficult or complex legal secretarial duties for the work unit. In addition, they compile unit statistics, provide training, prepare reports, may have limited responsibility for monitoring office supplies, and arrange for archiving and storage of legal documents.

2.153 - Legal Secretary II, Grade 29: Under general supervision, incumbents perform the full range of duties outlined in the series concept at the journey level. Decisions regarding what needs to be done involve evaluation of an issue or issues and may require selecting a course of action from several alternatives. The work involves conditions and elements that must be identified, analyzed, or evaluated to discern interrelationships. Guidelines are available and are applicable to major portions of the work, but leave gaps in specificity. Incumbents use judgment in interpreting and applying guidelines for application to specific cases or problems.

2.156 - Legal Secretary I, Grade 27: Under direct supervision, incumbents perform the duties outlined in the series concept in a continuing trainee capacity. Progression to the journey level may occur upon meeting the minimum qualifications, satisfactory job performance and with approval of the appointing authority.

2.158 - Legal Secretary Trainee, Grade 25: Under immediate supervision, incumbents acquire skills and experience in performing the duties outlined in the series concept. This is the entry level in the series, and progression to the continuing trainee level may occur upon meeting the minimum qualifications, satisfactory job performance and with approval of the appointing authority.

Human Resource Management worked closely with the agencies involved, and they support the changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.



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>
LEGAL OFFICE MANAGER	33	F	2.154
SUPERVISING LEGAL SECRETARY	31	F	2.151
LEGAL SECRETARY II	29	F	2.153
LEGAL SECRETARY I	27	F	2.156
LEGAL SECRETARY TRAINEE	25	F	2.158

SERIES CONCEPT

Legal Secretaries perform specialized secretarial duties for attorneys, administrative law judges, and/or hearings/appeals officers including preparing legal documents and correspondence; calendaring; maintaining records; and providing assistance on routine problems and inquiries which are not of a legal nature.

Maintain current knowledge of assigned caseload and status of cases; provide general information to the public, State and local governments, attorneys, court personnel, and various office personnel; act as liaison between professional legal staff, departmental personnel, and the public; determine what information may be provided and which requests must be referred to professional legal staff; refer calls to another office if necessary.

Provide clerical support to assigned professional legal staff; receive and screen visitors and telephone calls; respond to inquiries on a variety of matters such as the status of pending cases; open and review incoming mail and determine priority of professional legal staff's attention when routing; mail items according to postal and statutory requirements; maintain a calendar for professional legal staff's appointments, due dates for documents, court appearances, conferences, meetings and other engagements; schedule meetings and training and make travel arrangements.

Draft routine correspondence, reports/statistics and other materials requiring specific knowledge of operational methods, policies and procedures for professional staff review; prepare and type requisitions and purchase orders, as required; process requests for payment and travel claims.

Format, prepare and type legal documents and correspondence in final format according to jurisdictional requirements, from rough draft, electronic documents, dictaphone, template or notes; proofread and review for proper citation format; prepare and attach exhibits, special sections such as indexes, table of points and authorities, certificates of service, and brief covers.

Process and file documents with appropriate courts or quasi-judicial bodies in accordance with the specific procedures of each body, including manner of filing and established timelines; track responses and receipts due upon or after submittals, and dates for other required actions subsequent to submittals.

Gather, compile, organize, and prepare relevant material for professional staff to use in legal proceedings; review files and references to obtain information needed by professional legal staff; locate and verify/abstract information from legal files and records; and verify the accuracy of citations and quotations by checking legal sources.

Establish and maintain legal and general correspondence filing and cross filing systems as necessary; record case inventory information in order to maintain accurate records and provide for efficient retrieval of information; prepare files for archiving and storage in compliance with established retention schedules.

Maintain a library of references including legal publications, law digests, reports, opinions and court decisions.

LEGAL OFFICE MANAGER	33	F	2.154
SUPERVISING LEGAL SECRETARY	31	F	2.151
LEGAL SECRETARY II	29	F	2.153
LEGAL SECRETARY I	27	F	2.156
LEGAL SECRETARY TRAINEE	25	F	2.158

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SERIES CONCEPT (cont'd)

Distribute or assign appropriate clerical work to lower level staff; provide instruction and guidance and review work completed by clerical personnel.

Perform related duties as assigned.

CLASS CONCEPTS

Legal Office Manager: Under direction, incumbents are responsible for ~~[all]~~ *general* office services of a legal office. Assignments vary considerably and require the selection of different and often unrelated processes or procedures, depending upon highly variable circumstances of individual cases or situations. The incumbent must interpret and apply information to specific situations and problems for which there may be no clear-cut procedures, guidelines or precedent. Solutions to problems frequently require independent research, factual comparisons, and the examination of detailed information.

Oversee the overall operation of one or more legal offices; manage support staff which must include a Supervising Legal Secretary; ~~[manage and perform budget and accounts maintenance activities including accounts payable and receivable, budget preparation and monitoring; develop and implement standard operational procedures; and purchase office equipment and supplies.]~~ *assist with budget preparation and monitoring; develop and implement standard operational procedures; and review requests for purchase orders for need and form accuracy; assist the Accounting Division with annual inventory; responsible for ongoing inventory disposal, transfers and excessing.*

Provide administrative support to professional staff including acting as an executive assistant; overseeing special projects; gathering information and preparing program related reports and statistics; and performing legal secretarial duties as assigned.

Supervising Legal Secretary: Under general supervision, incumbents perform the full range of duties outlined in the series concept and supervise multiple positions including two or more Legal Secretary II's. Incumbents at this level have full supervisory responsibility for assigned staff, oversee the flow of work, provide technical assistance in the preparation of documents, and act as liaison between professional and clerical staff.

Supervising Legal Secretaries may be assigned to perform the more difficult or complex legal secretarial duties for the work unit. In addition, they compile unit statistics, provide training, prepare reports, may have limited responsibility for monitoring office supplies, and arrange for archiving and storage of legal documents.

Legal Secretary II: Under general supervision, incumbents perform the full range of duties outlined in the series concept at the journey level. Decisions regarding what needs to be done involve evaluation of an issue or issues and may require selecting a course of action from several alternatives. The work involves conditions and elements that must be identified, analyzed, or evaluated to discern interrelationships. Guidelines are available and are applicable to major portions of the work, but leave gaps in specificity. Incumbents use judgment in interpreting and applying guidelines for application to specific cases or problems.

Legal Secretary I: Under direct supervision, incumbents perform the duties outlined in the series concept in a continuing trainee capacity. Progression to the journey level may occur upon ~~[successful completion of the probationary period]~~ *meeting the minimum qualifications, satisfactory job performance* and with approval of the appointing authority.

LEGAL OFFICE MANAGER	33	F	2.154
SUPERVISING LEGAL SECRETARY	31	F	2.151
LEGAL SECRETARY II	29	F	2.153
LEGAL SECRETARY I	27	F	2.156
LEGAL SECRETARY TRAINEE	25	F	2.158

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CLASS CONCEPTS (cont'd)

Legal Secretary Trainee: Under immediate supervision, incumbents acquire skills and experience in performing the duties outlined in the series concept. This is the entry level in the series, and progression to the continuing trainee level may occur upon ~~[successful completion of the probationary period]~~ *meeting the minimum qualifications, satisfactory job performance* and with approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Some positions require incumbents to be a notary public.

INFORMATIONAL NOTE:

- * Educational Equivalents:
 - (1) An Associate of Science degree with a legal secretarial emphasis is equivalent to one year of legal secretarial trainee experience.
 - (2) Completion of a legal secretarial diploma program from an accredited business college is equivalent to one year of legal secretarial trainee experience.

LEGAL OFFICE MANAGER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of clerical experience, three of which were performing progressively responsible legal secretarial work and one year of which included supervision of legal secretarial staff; **OR** one year of experience as a Supervising Legal Secretary in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement and Informational Note*)

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

Working knowledge of: legal terms, forms, document processing, procedures and protocol; principles of supervision and training; the clerical and administrative support needs and requirements of attorneys, hearings/appeals officers and/or administrative law judges. **Ability to:** make operational decisions related to program activities and office management within established limits of authority; compile and analyze records, numerical and descriptive information and present findings and recommendations; provide administrative assistance and legal secretarial support to the manager of professional staff; manage staff and equipment to achieve optimum efficiency; establish office practices and policies; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: legal terms, forms, document processing, procedures and protocol. **Working knowledge of:** agency mission, functions, programs, activities and operating policies; State statutes, regulations, rules and requirements related to purchasing, budget development and maintenance, and personnel administration; basic principles and State practices used in financial management including clerical accounting, purchasing, and budgeting. **Ability to:** assist in the preparation and maintenance of the agency budget and related activities; assist in a variety of projects and attend programs, conferences and meetings.

LEGAL OFFICE MANAGER	33	F	2.154
SUPERVISING LEGAL SECRETARY	31	F	2.151
LEGAL SECRETARY II	29	F	2.153
LEGAL SECRETARY I	27	F	2.156
LEGAL SECRETARY TRAINEE	25	F	2.158

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MINIMUM QUALIFICATIONS (cont'd)

SUPERVISING LEGAL SECRETARY

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of clerical experience, three of which were performing progressively responsible legal secretarial work; **OR** one year of experience as a Legal Secretary II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Note)*

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

Working knowledge of: variety of alternative recordkeeping and filing systems; document archiving techniques and requirements. **Ability to:** organize office workflow and adjust assignments of staff as required to meet schedules and timelines; develop and implement work performance standards and evaluate performance; compose effective correspondence, announcements, training materials, and statistical reports; *and all knowledge, skills and abilities required at the lower levels.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Legal Office Manager.)

LEGAL SECRETARY II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of clerical experience, two of which were performing progressively responsible legal secretarial work in a training capacity; **OR** one year of experience as a Legal Secretary I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Note)*

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

Working knowledge of: legal practices and procedures for various courts and judicial districts; legal terminology; clerical requirements for preparing and typing a variety of complex legal documents, forms, and other related materials; procedures for processing and filing documents with courts, boards and/or commissions; proper format for legal citations; legal office procedures. **Ability to:** work independently and follow through on assignments; interpret and apply complex rules, regulations, policies and procedures to specific problems and issues; receive inquiries and resolve complaints from staff and clientele; establish, organize and maintain complex filing systems including indexed and cross-referenced materials; research information from a variety of departmental and available sources; compile and update information and prepare reports related to specific management activities; transcribe dictation which may be of a complex nature and which requires a comprehensive knowledge of legal procedures and terminology; *and all knowledge, skills and abilities required at the lower levels.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Supervising Legal Secretary.)

LEGAL SECRETARY I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of clerical experience, one of which was performing legal secretarial work in a trainee capacity; **OR** one year of experience as a Legal Secretary Trainee in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Note)*

LEGAL OFFICE MANAGER	33	F	2.154
SUPERVISING LEGAL SECRETARY	31	F	2.151
LEGAL SECRETARY II	29	F	2.153
LEGAL SECRETARY I	27	F	2.156
LEGAL SECRETARY TRAINEE	25	F	2.158

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MINIMUM QUALIFICATIONS (cont'd)

LEGAL SECRETARY I (cont'd)

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

General knowledge of: legal practices and procedures for various courts and judicial districts; legal terminology; clerical requirements for preparing and typing a variety of complex legal documents, forms, and other related materials; procedures for processing and filing documents with courts, boards and/or commissions; proper format for legal citations; legal office procedures. **Ability to:** accurately prepare, type, format, process and file a variety of complex documents in accordance with established timelines and procedures with appropriate court, board or commission; maintain accurate calendaring of documents and court appearances; compose general correspondence and forms; read and comprehend court rules and provisions of State law; proofread documents for correct format, grammar and punctuation; maintain accurate time records for various projects; set up and maintain legal files; differentiate between public and confidential information; work as part of a team and act as a liaison with other entities; perform a variety of tasks often changing from one assignment to another; *and 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 required for Legal Secretary II.)

LEGAL SECRETARY TRAINEE

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of general clerical experience; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Note)*

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

Working knowledge of: standard office procedures such as filing, typing, duplicating materials, answering telephones and distributing mail; data entry techniques; telephone etiquette; correct English usage, grammar and punctuation; proper spelling of commonly used words; operation of current computers and other modern office equipment; manual and computerized filing methods; basic math. **General knowledge of:** business English; basic customer service skills. **Ability to:** use computers, telephones, copiers, facsimile machines and other office equipment; apply and understand statutes, regulations, rules, policies and procedures related to a specific program or service; read and understand manuals and other detailed written instructions; review documents for completeness and conformance to established procedures and requirements; maintain records including manual and electronic files; type proficiently at a rate of speed acceptable to the hiring authority; type, format and produce routine business correspondence, reports and other materials using a personal computer; understand and follow oral and written directions; communicate and work cooperatively with others including co-workers, clientele and the public; add, subtract, multiply and divide numbers accurately; schedule meetings and appointments; perform reception duties. **Skill in:** the operation and use of modern office equipment.

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

LEGAL OFFICE MANAGER	33	F	2.154
SUPERVISING LEGAL SECRETARY	31	F	2.151
LEGAL SECRETARY II	29	F	2.153
LEGAL SECRETARY I	27	F	2.156
LEGAL SECRETARY TRAINEE	25	F	2.158

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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>2.154</u>	<u>2.151</u>	<u>2.153</u>	<u>2.156</u>	<u>2.158</u>
ESTABLISHED:	7/1/81R 6/5/81PC 7/29/81-3	9/1/69	6/7/65	6/7/65	8/6/87
REVISED:			8/3/70	8/3/70	
REVISED:			12/10/76		
REVISED:		12/14/78-3	12/14/78-3	12/14/78-3	
REVISED:		8/6/87	8/6/87	8/6/87	
REVISED:	7/1/89P 9/27/88PC	7/1/89P 9/27/88PC	7/1/89P 9/27/88PC	7/1/89P 9/27/88PC	7/1/89P 9/27/88PC
REVISED:					6/9/89-3
REVISED:	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC
REVISED:	6/10/16PC	6/10/16PC	6/10/16PC	6/10/16C	6/10/16PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-B-1-a

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.135	Accountant III	38	B	7.135	Accountant III	38	B
7.136	Accountant II	36	B	7.136	Accountant II	36	B
7.137	Accountant I	34	B	7.137	Accountant I	34	B

EXPLANATION OF CHANGE

The class specification for Accountant was reviewed by the Human Resource Personnel and Subject Matter Experts at the Controller's Office, Division of Human Resource Management, Division of Welfare and Supportive Services, Division of Public and Behavioral Health, Division of Aging and Disability Services, Division of Health Care Financing and Policy, Division of Environmental Protection, Departments of Transportation and Corrections, and the Public Employees Retirement System. It was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations. No changes were necessary.

Accountants are responsible for preparing financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and the standards of the Governmental Accounting Standards Board (GASB). Incumbents establish and maintain accounting systems and procedures which provide necessary documentation and audit trails for fiscal transactions, classification of expenditures, current fund balances; prepare and analyze working trial balances, identify and correct errors, and prepare journal entries; prepare balance sheets, income statements, and changes in fund balance statements; use internally generated data and external source material to prepare notes to financial statements; and establish internal accounting procedures for preparing financial statements and managing work flow to ensure compliance. They also provide overall support to agencies and divisions regarding accounting problems and management information systems; reconcile or supervise the reconciliation of trust accounts, general ledger accounts, bank statements, sub-ledger accounts and controller's reports; and schedule and coordinate audits with independent auditors. In addition, they may provide full supervision or work direction for professional, technical or clerical staff. The Accountant series is distinguished from the Accountant Technician series in that Accountants are called upon to make decisions based upon a formal body of knowledge obtained through extensive post-secondary accounting education. Accountants must understand and regularly use Generally Accepted Accounting Principles and must have knowledge of governmental financial reporting standards.

7.135 – Accountant III, Grade 38: Under general direction, incumbents perform the full range of duties described in the series concept at the advanced journey level. They are responsible for the compilation and accurate reporting of several funds of different types such as in the Controller's Office or for a single large fund as in the Department of Transportation or the Public Employees Retirement System. Assignments include the development of financial statements and review of more complex funds and account groups as defined by size, reporting requirements, source of revenue and expenditure limitations. Accountant III's are expected to supervise Accountant II, Accountant I, and Accountant Technician positions and may be the supervising accountant for all accounting activities in a department or division.

7.136 – Accountant II, Grade 36: Under direction, incumbents perform the full range of duties described in the series concept and normally supervise Accountant I or Accountant Technician positions. The class is distinguished

from the Accountant I and III levels by the size and complexity of the funds and budgets for which the position is responsible and the consequence of an error in the work performed. This is the journey level class in the Accountant series.

7.137 – Accountant~~I~~, Grade 34: Under general supervision, incumbents perform some or all of the professional level accounting duties described in the series concept. This is the entry level in the series and progression to the next higher level is not automatic.

Note: Changes, additions and/or deletions on the class specification are noted in red.



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>
ACCOUNTANT III	38	B	7.135
ACCOUNTANT II	36	B	7.136
ACCOUNTANT I	34	B	7.137

SERIES CONCEPT

Accountants are responsible for preparing financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and the standards of the Governmental Accounting Standards Board (GASB). General purpose financial statements may be audited and include balance sheets; statements of revenue, expenditures/expenses, and changes in fund equity/balances; and statements of cash flow. Financial statements are typically combined statements which present information by fund type, account group, and discretely presented component units. Fund types include general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, and trust and agency funds. Accountants are also responsible for preparing various other financial reports which include reports for federal, private grant, or national repository purposes, and ad hoc reports for use by outside entities such as internal/external auditors, legislative bodies, and the public.

The Accountant series is distinguished from the Accountant Technician series in that Accountants are called upon to make decisions based upon a formal body of knowledge obtained through extensive post-secondary accounting education. Accountants must understand and regularly use Generally Accepted Accounting Principles and must have knowledge of governmental financial reporting standards. They must be able to compile and analyze information needed to develop complex and specialized financial statements normally found in year end audit statements of financial position which are distributed to the public.

Establish and maintain accounting systems and procedures which provide necessary documentation and audit trails for fiscal transactions, classification of expenditures, current fund balances.

Prepare and analyze working trial balances, identify and correct errors, and prepare journal entries in order to prepare reliable and accurate balance sheets and statements of revenues, expenditures/expenses, and changes in fund equity/balances.

Prepare balance sheets, income statements, and changes in fund balance statements from working trial balances to provide reliable and accurate financial information.

Use internally generated data and external source material to prepare notes to financial statements with supporting workpapers, tying in all amounts to the basic financial statements.

Establish internal accounting procedures for preparing financial statements and managing work flow to ensure compliance with governmental accounting statutes, regulations, policies and principles.

Provide overall support to agencies and divisions regarding accounting problems and management information systems; provide advice, consultation, direction, and training to agency staff; manage agency accounting functions by developing work plans, assigning work, establishing work performance standards and evaluating work performance.

Analyze fiscal data to identify and correct errors; reconcile or supervise the reconciliation of trust accounts, general ledger accounts, bank statements, sub-ledger accounts and controller's reports.

ACCOUNTANT III	38	B	7.135
ACCOUNTANT II	36	B	7.136
ACCOUNTANT I	34	B	7.137

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SERIES CONCEPT (cont'd)

Schedule and coordinate audits with independent auditors; prepare supporting work papers and provide other assistance to auditors in periodic audits; review audit reports and write summaries of findings and recommendations; discuss audit findings with agency management and implement audit recommendations.

Determine if leases are capital or operating and prepare amortization schedules.

Review agency fixed asset listings and ensure that current year additions and disposals have been properly reported; reconcile fixed asset purchases to the accounting system and run depreciation schedules.

May provide full supervision or work direction for professional, technical or clerical staff.

Perform related duties as assigned.

CLASS CONCEPTS

Accountant III: Under general direction, Accountant III's perform the full range of duties described in the series concept at the advanced journey level. Incumbents are responsible for the compilation and accurate reporting of several funds of different types such as in the Controller's Office or for a single large fund as in the Department of Transportation or the Public Employees Retirement System. Assignments include the development of financial statements and review of more complex funds and account groups as defined by size, reporting requirements, source of revenue and expenditure limitations. Work is assigned through goals and objectives developed by incumbent's supervisor, or incumbent is reviewed as goals and objectives are achieved and as unusual circumstances occur. Accountant III's are expected to supervise Accountant II, Accountant I, and Accountant Technician positions and may be the supervising accountant for all accounting activities in a department or division.

Accountant II: Under direction, Accountant II's perform the full range of duties described in the series concept and normally supervise Accountant I or Accountant Technician positions. The class is distinguished from the Accountant I and III levels by the size and complexity of the funds and budgets for which the position is responsible and the consequence of an error in the work performed. This is the journey level class in the Accountant series.

Accountant I: Under general supervision, Accountant I's perform some or all of the professional level accounting duties described in the series concept. This is the entry level in the series and progression to the next higher level is not automatic.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Appointment to any level in this series requires successful completion of a written examination.

INFORMATIONAL NOTE:

- * The required 18 college credits in accounting must include 6 credits of beginning accounting, 6 credits of intermediate accounting, and 6 credits of upper-division accounting courses.

ACCOUNTANT III	38	B	7.135
ACCOUNTANT II	36	B	7.136
ACCOUNTANT I	34	B	7.137

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MINIMUM QUALIFICATIONS (cont'd)

ACCOUNTANT III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting and two years of experience performing professional accounting work; **OR** a bachelor's degree in business administration, finance or closely related field which included 18 credits in accounting; and three years of experience performing professional accounting work; **OR** one year as an Accountant II in Nevada State service and 18 college credits in accounting. *(See Special Requirement and Informational Note)*

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

Working knowledge of: governmental accepted accounting principles; basis of accounting and measurement focus for all fund types and account groups, including governmental fund types, proprietary fund types, general long-term debt account group, and general fixed assets account group. **Ability to:** interpret and apply GASB pronouncements; *and all knowledge, skills, and abilities required at the lower levels.*

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

General knowledge of: State governmental legislative processes and the State accounting system, policies, and procedures. **Ability to:** prepare and analyze complex financial statements that include all fund types and account groups, and notes to the financial statements.

ACCOUNTANT II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting and one year of experience performing professional accounting work; **OR** a bachelor's degree in business administration, finance or related field which included 18 credits in accounting and two years of experience performing professional accounting work; **OR** one year of experience as an Accountant I in Nevada State service and 18 college credits in accounting. *(See Special Requirement and Informational Note)*

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

Working knowledge of: generally accepted accounting principles (GAAP) including cost, managerial and fund accounting principles and practices; automated and manual management reporting systems to create output formats and obtain accurate and complete financial information. **Ability to:** analyze and interpret financial reports and complex technical fiscal data; develop procedures and practices to increase work effectiveness. **Skill in:** communicating orally to negotiate sensitive issues such as budgeting, contracts, and other fiscal transactions; *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: supervisory techniques including organizing work flow, assigning and reviewing work, training, evaluating performance, and disciplinary procedures; governmental financial reporting standards; governmental accounting policies and procedures; federal regulations pertaining to grants; relevant NRS; budgeting activities including preparation, justification, maintenance, analysis, and status reporting.

ACCOUNTANT III	38	B	7.135
ACCOUNTANT II	36	B	7.136
ACCOUNTANT I	34	B	7.137

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MINIMUM QUALIFICATIONS (cont'd)

ACCOUNTANT I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting; **OR** a bachelor's degree in business administration, finance or a related field which included 18 units in accounting, and one year of experience preparing GAAP-based financial statements; periodic State, federal or private grant fiscal reports and/or fiscal ad hoc reports used by internal and external entities; **OR** four years of experience in the accounting field, two years of which were at the Accountant Technician II level in Nevada State service performing the duties described above and 18 college credits in accounting. *(See Special Requirement and Informational Note)*

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

General knowledge of: Generally Accepted Accounting Principles including cost, managerial and fund accounting principles and practices; spreadsheet and word processing software; principles and practices of bookkeeping. **Ability to:** perform complex reconciliations to determine accuracy of account balances; read, understand, and interpret manuals, policies, procedures, statutes, and administrative codes and regulations; write/draft bill draft requests, contracts, policies, and procedures for complex financial processes.

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

General knowledge of: Governmental Accounting Policies and Procedures; federal regulations pertaining to grants; relevant NRS; supervisory techniques including organizing work flow, assigning and reviewing work, training, evaluating performance and disciplinary procedures. **Ability to:** develop procedures and practices to increase work effectiveness. **Skill in:** communicating orally with agency representatives to convey complex fiscal issues clearly; and communicating orally with outside auditors and others regarding agency accounts.

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>7.135</u>	<u>7.136</u>	<u>7.137</u>
ESTABLISHED:	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC
REVISED:		12/4/95UC	
REVISED:	6/5/98UC	6/5/98UC	6/5/98UC
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	6/19/15RNC	6/19/15RNC	6/19/15RNC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-B-2-a

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.223	Tax Manager	41	A	7.223	<i>Tax Manager</i>	<i>41</i>	<i>A</i>

EXPLANATION OF CHANGE

In consultation with the Subject Matter Expert (SME) from Taxation, Human Resource Management conducted a class specification maintenance review for Tax Manager class. It was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations and no changes were necessary. However, the statement "as described above" was added to the equivalent combination of education and experience in order to maintain consistency with other class specification formatting.

Under administrative direction, Tax Managers oversee the staff, activities and operations of a geographical region or functional area within the Department of Taxation including establishing procedures, supervising subordinate supervisors and recommending and implementing the budget. Incumbents plan, organize and direct tax and audit programs for the department; plan, organize, coordinate and manage tax assessment, collection and auditing activities and operations in accordance with applicable laws, regulations and legal requirements; supervise and evaluate the performance of subordinate supervisors; review, respond to, and mediate taxpayer disputes and determine appropriate course of action. They also direct the preparation of testimony for presentation before a Hearings Officer and present the position of the department; represent the department at taxpayer meetings and speaking engagements; review, authorize or deny revised audits or audits involving large credits to ensure accuracy and compliance with established policies and regulations; and develop and recommend the biennial budget.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TAXMANAGER	41	A	7.223

Under administrative direction, Tax Managers oversee the staff, activities and operations of a geographical region or functional area within the Department of Taxation including establishing procedures, supervising subordinate supervisors and recommending and implementing the budget.

Plan, organize and direct tax and audit programs for the department including developing, recommending and implementing methods for administering the program, prioritizing work and establishing work performance standards to ensure efficient and effective operation.

Plan, organize, coordinate and manage tax assessment, collection and auditing activities and operations in accordance with applicable laws, regulations and legal requirements.

Supervise and evaluate the performance of subordinate supervisors in directing the daily operations of each work unit; select, train, and discipline personnel as required.

Review, respond to, and mediate taxpayer disputes and determine appropriate course of action.

Direct the preparation of testimony for presentation before a Hearings Officer and present the position of the department at such hearings as required; prepare and present appeals of the Hearings Officer's decision before the Tax Commission.

Represent the department at taxpayer meetings and speaking engagements in order to provide information regarding the functions, purpose, goals, objectives, practices, and policies pertinent to the assignment.

Review, authorize or deny revised audits or audits involving large credits to ensure accuracy and compliance with established policies and regulations.

Develop and recommend the biennial budget; monitor expenses to ensure compliance with approved budget limitations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business administration, finance or related field and five years of professional level experience in accounting, auditing and/or tax administration programs involving interpretation and application of statutory provisions, including three years of supervisory experience; **OR** an equivalent combination of education and experience *as described above*.

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

Detailed knowledge of: accounting and audit principles and practices; tax collection procedures. **Working knowledge of:** supervisory techniques including selection, training, work assignment and review, performance evaluation, and discipline; methods used in the examination of financial records and taxpayer reports; staffing levels and performance requirements; budget preparation and monitoring; conflict resolution and mediation

MINIMUM QUALIFICATIONS (cont'd)

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

techniques. **Ability to:** plan, organize, coordinate and manage assigned operations and activities; analyze information, problems, situations, practices or procedures to define issues or objectives; identify relevant concerns or factors and identify patterns tendencies and relationships; formulate logical and objective conclusions; recognize alternatives and their implications; organize materials, information and resources in a systematic way to optimize efficiency; communicate effectively both orally and in writing.

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

Detailed knowledge of: federal and State rules, regulations, guidelines and statutes governing tax collection and auditing. **Working knowledge of:** the State budgetary process; applicable sections of the State Administrative Manual, Nevada Administrative Code, and principles and practices of personnel administration.

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.

7.223

ESTABLISHED: 06/07/65
REVISED: 07/17/67
REVISED: 08/23/71
REVISED: 11/16/72
REVISED: 07/01/93P
REVISED: 09/24/92PC
REVISED: 08/18/97UC
REVISED: 12/17/04PC
REVISED: 6/10/16PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-B-2-b

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.263	Contributions Examiner III	33	E	7.263	<i>Contributions Examiner III</i>	33	E
7.265	Contributions Examiner II	30	E	7.265	<i>Contributions Examiner II</i>	30	E
7.266	Contributions Examiner I	28	E	7.266	<i>Contributions Examiner I</i>	28	E

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for Contributions Examiner. In conjunction with the Department of Employment, Training and Rehabilitation that utilize this classification, it was determined that minor revisions be made to the class concepts and minimum qualifications to maintain consistency with formatting structure and language usage. It is recommended that the class specification be revised with minor, non-substantial changes. Regarding the Minimum Qualifications, revisions were made by replacing “federal regulations and State statutes” with “rules, regulations and laws” within class level II to maintain consistency in the language used in all three class levels.

Contributions Examiners are responsible for the accurate registration of liable employers for unemployment insurance, reporting and collection of federally and State mandated unemployment taxes and State mandated employment taxes, and determination of liability of employers' tax liability dates, tax rates, and eligible years of experience rates. Incumbents review and analyze delinquent employer accounts and accounts in collection to determine if legal action is warranted; calculate monies owed and investigate the location of employer assets and initiate garnishment papers to verify existence of assets; place a hold on disposition and establish writs of execution and instructions to the Sheriff's Office to effect seizure of assets if necessary. They also maintain accounts, review statistical reports, identify and investigate errors, and make necessary adjustments to ensure accuracy; review status of accounts and initiate actions to bring delinquent accounts current by contacting employers to promote compliance with requirements and/or arrange for payment of outstanding liabilities including installment payment plans. Additionally, incumbents communicate with employers, claimants, attorneys, accountants and other interested parties regarding issues of unemployment taxes which may require explanation and interpretation; verify the accuracy of billing statements for reimbursable accounts prior to mailing and make appropriate adjustments as necessary; and analyze information received on disputed benefit claims including claimant statements and field reports to determine employers' liability and if information is sufficient to resolve claims.

7.623 – Contributions Examiner III, Grade 33: Under general supervision, incumbents direct the activities of a work unit within the Contributions Section of the Division of Employment Security within the Department of Employment, Training and Rehabilitations. Incumbents are responsible for implementing policies and procedures to accurately collect and report federally and State mandated

unemployment taxes. They supervise lower level Contributions Examiners including selection, training, work assignment and review, performance evaluation and discipline. They also coordinate scheduling of the production of statements; review status of accounts; approve actions to bring delinquent accounts current and refund or waive monies due; maintain accounts by compiling and reviewing reports; and identify and investigate errors and coordinate necessary adjustments. This is the supervisory level in the series.

7.625 – Contributions Examiner II, Grade 30: Under general supervision, Contributions Examiner II perform the full range of duties described in the series concept. This is the journey level in the series.

7.626 – Contributions Examiner I, Grade 28: Under close supervision, Contributions Examiner I receive training in performing the duties described in the series concept. This is the entry level in the series and progression to the next level may occur upon meeting minimum qualifications and with approval of the appointing authority.

Agencies utilizing these classifications support the changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.



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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CONTRIBUTIONS EXAMINER III	33	E	7.263
CONTRIBUTIONS EXAMINER II	30	E	7.265
CONTRIBUTIONS EXAMINER I	28	E	7.266

SERIES CONCEPT

Contributions Examiners are responsible for the accurate registration of liable employers for unemployment insurance, reporting and collection of federally and State mandated unemployment taxes and State mandated employment taxes, and determination of liability of employers' tax liability dates, tax rates[,] and eligible years of experience rates.

Review and analyze delinquent employer accounts and accounts in collection to determine if legal action is warranted; calculate monies owed; verify the accuracy of all information and prepare necessary documents to be filed with the District and/or County Court in order to initiate or terminate legal action.

Investigate the location of employer assets and initiate garnishment papers to verify existence of assets; place a hold on disposition and establish writs of execution and instructions to the Sheriff's Office to effect seizure of assets if necessary.

Maintain accounts, review statistical reports, identify and investigate errors, and make necessary adjustments to ensure accuracy.

Review status of accounts and initiate actions to bring delinquent accounts current by contacting employers to promote compliance with requirements and/or arrange for payment of outstanding liabilities including installment payment plans; monitor and follow up on agreements to ensure employer compliance.

Communicate with employers, claimants, attorneys, accountants and other interested parties regarding issues of unemployment taxes which may require explanation and interpretation; advise employers of their rights and responsibilities under the unemployment compensation program.

Verify the accuracy of billing statements for reimbursable accounts prior to mailing and make appropriate adjustments as necessary; calculate annual charges for reimbursable non-profit, government, political subdivision and voluntary election accounts; and prepare and submit the information to the research section.

Analyze information received on disputed benefit claims including claimant statements and field reports to determine employers' liability and if information is sufficient to resolve claims; authorize or deny usage of wage credits for claimants or refer cases to supervisor for further investigation.

Perform related duties as assigned.

CLASS CONCEPTS

Contributions Examiner III: Under general supervision, incumbents direct the activities of a work unit within the Contributions Section of the Division of Employment Security. Incumbents are responsible for implementing policies and procedures to accurately collect and report federally and State mandated unemployment taxes. They supervise lower level Contributions Examiners including selection, training,

CONTRIBUTIONS EXAMINER III	33	E	7.263
CONTRIBUTIONS EXAMINER II	30	E	7.265
CONTRIBUTIONS EXAMINER I	28	E	7.266

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CLASS CONCEPTS (cont'd)

Contributions Examiner III (cont'd)

work assignment and review, performance evaluation and discipline. They also coordinate scheduling of the production of statements; review status of accounts; approve actions to bring delinquent accounts current and refund or waive monies due; maintain accounts by compiling and reviewing reports; and identify and investigate errors and coordinate necessary adjustments. This is the supervisory level in the series.

Contributions Examiner II: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

Contributions Examiner I: Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the entry level in the series and progression to the next level may occur upon meeting minimum qualifications and with approval of the appointing authority.

MINIMUM QUALIFICATIONS

CONTRIBUTIONS EXAMINER III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of collections experience involving the interpretation and application of rules, regulations^[5] and laws, two years of which included collection of taxes; **OR** one year of experience as a Contributions Examiner II 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: various types of business enterprises such as sole proprietorships, corporations, partnerships, and non-profit groups; federal regulations and State statutes regarding unemployment taxation; automated systems used to input and retrieve information and coordinate the production of reports and statements; federal bankruptcy guidelines; *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: supervisory techniques including selection, training, motivation, establishing work performance standards, performance evaluation and discipline; applicable sections of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration.

CONTRIBUTIONS EXAMINER II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of bookkeeping or collections experience involving the interpretation and application of ~~[federal regulations and State statutes]~~ *rules, regulations and laws*; **OR** one year of experience as a Contributions Examiner 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: investigative techniques to identify employer assets; practices and terminology of accounting and bookkeeping; interviewing techniques; analyzing and interpreting reports, records and information; mathematical computations necessary to effectively calculate taxes, assessments and penalties; automated systems sufficient to enter and retrieve information; *and all knowledge, skills and abilities required at the lower level.*

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-B-3-a

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.507	Equal Employment Opportunity Officer	37	B	7.507	<i>Equal Employment Opportunity Officer</i>	37	<i>B</i>

EXPLANATION OF CHANGE

In conjunction with the Biennial Class Specification Maintenance project, as well as Subject Matter Experts from various agencies, Human Resource Management recommends minor revisions be made to update the duty statements. Additionally, the knowledge, skills and abilities were revised to expand and clarify the relevant acceptable knowledge, skill and/or ability required to be able to perform the duties outlined. The minimum qualifications were revised to reflect standard verbiage used and to expand the type of relevant and acceptable experience.

Under general direction, Equal Employment Opportunity Officer assists in the design, development, implementation and evaluation of Equal Employment Opportunity (EEO) and Affirmative Action (AA) programs in a large State department such as Nevada Department of Transportation (NDOT) or Nevada Department of Corrections (NDOC), or in the State's centralized human resources department. Incumbents collect and evaluate EEO statistics and reports relevant to the overall status of employment, EEO and AA programs; act as a consultant to employees and management regarding EEO AA, and/or ADA issues; develop and implement statewide EEO/AA programs to include plans of action. They also prepare responses to EEO charges related to violations of Title VII to the federal government and other regulatory agencies; consult with or assist agencies in preparing reports regarding the success of recruitment and hiring methods; provide reports to the State's centralized human resources department; the EEO Officer may investigate complaints and makes recommendations for resolution; and maintain current knowledge of changes and new developments affecting employers. They also consult with agencies regarding outreach activities, employment goals, and under-utilization of protected groups; may participate in outreach recruitment (i.e. attend job fairs and community meetings to market the State as an employer of choice.

Agencies utilizing these classifications support the changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.



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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EQUAL EMPLOYMENT OPPORTUNITY OFFICER	37	B	7.507

Under general direction, Equal Employment Opportunity Officer assists in the *design*, development, implementation and evaluation of ~~[statewide]~~ Equal *Employment* Opportunity (EEO) and Affirmative Action (AA) programs *in a large State department such as Nevada Department of Transportation (NDOT) or Nevada Department of Corrections (NDOC), or in the State's centralized human resources department.*

~~[Responsibilities include the]~~ Collect~~[ion]~~ and evaluate ~~[ion of]~~ EEO *statistics and reports relevant to the overall status of employment, EEO and AA programs; [AA plans and] conduct analysis and [production of analytical] prepare reports along with recommendations to the Administrator, EEO [Director] Administrator, personnel manager and/or agency [Director] management.*

Act as a consultant to employees and management regarding EEO, AA, and/or ADA issues; develop and present training programs in the areas of equal opportunity laws and affirmative action, cultural awareness, sexual harassment and discrimination prevention and reporting, and mediation services.

Develop and implement statewide EEO/AA programs ~~[s]~~ *to include [ing] plans of action; and prepare[s] progress reports; aid departments in their overall development of AA goals and objectives, [and] monitor progress of programs, [and] prepare mandated reports [for the EEO Director and department directors] and special reports as requested by department directors or the State EEO [Director] Administrator, and provide recommendations and assist agencies in eliminating barriers to equal employment opportunities.*

Prepare responses to EEO charges related to violations of Title VII to the federal government and other regulatory agencies; consult with or assist agencies in preparing reports regarding the success of recruitment and hiring methods; provide reports to the State's centralized human resources department.

~~[The EEO Officer prepare special reports to federal agencies such as the Federal Highway Administration. Provide reports to the Personnel Department, and monitor special EEO counseling programs.]~~

The EEO Officer *may* investigate complaints and makes recommendations for resolution; *develop and maintain positive working relationships with regulatory agencies such as the Department of Labor (DOL), the Equal Employment Opportunity Commission, Nevada Equal Rights Commission, and [liaison] with various community groups; [and establish liaisons with various enforcement agencies] maintain current knowledge of changes and new developments affecting employers; may supervise staff.*

~~[Conduct outreach recruitment by developing a system that provides the capabilities to reach and attract job candidates from female, handicapped and ethnic groups.]~~ *Consult with agencies regarding outreach activities, employment goals, and under-utilization of protected groups; may participate in outreach recruitment (i.e. attend job fairs and community meetings to market the State as an employer of choice).*

Perform related duties as ~~[required]~~ *assigned.*

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: *Bachelor's degree from [Graduation from] an accredited [four-year] college or university in business or public administration, [personnel administration, business,] human*

MINIMUM QUALIFICATIONS (cont'd)

resource management, psychology or related area and three years of *progressively responsible professional experience* in AA ~~[planning]~~ and EEO compliance ~~[monitoring]~~ *planning* and reporting; **OR** an equivalent combination of education and experience.

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

Working knowledge of: EEO laws and *regulations* ~~[knowledge]~~; AA policies, programs and ~~[plans]~~ *planning*; employment selection criteria and qualifications to ~~[evaluate]~~ *identify and eliminate* artificial barriers to employment. **General knowledge of:** *human resource laws and regulations including Title VII, ADA, and FMLA*. **Skill in:** effective communication ~~[skills]~~. **Ability to:** analyze ~~[ing]~~ statistical data and prepare ~~[ing]~~ and present ~~[ing]~~ reports on employment of protected group members; identify ~~[ing]~~ problems and offer ~~[ing]~~ practical solutions; conduct ~~[ing-ADA]~~ EEO, *sexual harassment prevention* and AA training programs; develop ~~[ing]~~ comprehensive AA programs for ~~[all]~~ State agencies; *maintain effective working relationships with State, federal and other governmental agencies and the general public*.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Working knowledge of:** State ~~[personnel rules and]~~ *human resource* regulations that impact EEO/AA; principles and practices of public ~~[personnel]~~ *human resource* management including recruitment, examination, selection, and classification; State policies and procedures related to EEO/AA and ~~[personnel]~~ *human resources*; State departments, divisions and sections and their respective objectives; *mediation techniques*. **Ability to:** *analyze statistical data and prepare and present reports on employment of protected group members; conduct in-depth investigations of alleged discrimination; conduct mediation*.

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.

7.507

ESTABLISHED: 11/13/87
REVISED: 07/01/93P
9/24/92PC
REVISED: 6/10/16PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-B-4-a:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
7.707	Chief Economist	42	B		<i>ABOLISHED</i>		

Item VI-B-4-b:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
	<i>New</i>			7.718	<i>Executive Branch Economist</i>	41	<i>B</i>

Item VI-B-4-c:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			7.707	<i>Chief Economist</i>	42	<i>B</i>
7.718	Economist IV	41	B		<i>ABOLISHED</i>		
7.719	Economist III	38	B	7.719	<i>Economist III</i>	38	<i>B</i>
7.723	Economist II	36	B	7.723	<i>Economist II</i>	36	<i>B</i>
7.740	Economist I	33	B	7.740	<i>Economist I</i>	33	<i>B</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Economist series.

In consultation with Subject Matter Experts from the Department of Employment, Training & Rehabilitation, Department of Business & Industry, Department of Health & Human Services and the Governor's Finance Office, it is recommended that the Chief Economist be combined into the Economist series and that the Economist IV be removed from this series and placed into its own series with a title change to Executive Branch Economist.

As a result of this recommendation, the duty statements from the Chief Economist series were moved to the class concept, with minor revisions to the duty statements of the combined class specifications to account for this change. Also, minor changes were made to the minimum qualifications to account for these changes and to maintain consistency with formatting structure.

The previous class concept for Economist IV was combined with the previous duty statements to create the new series concept for the Executive Branch Economist. Also, minor revisions were made to the minimum qualifications to account for these changes.

Economist Series

7.707 – Chief Economist, Grade 42: Under administrative direction, the Chief Economist is responsible for planning, organizing and directing the work of a research section within a department, as well as, performing research activities involving the application of recognized economic and research principles.

7.719 – Economist III, Grade 38: Under general direction, Economist III's perform the full range of duties as described in the series concept involving the application of recognized economic research principles and a high level of complexity. Incumbents are expected to have full supervisory authority over Economist II's and Economist I's and/or perform comprehensive, broad based research and analysis involving the application of more advanced economic principles and statistical/econometric techniques to difficult problems. This is the advanced journey level in the series.

7.723 – Economist II, Grade 36: Under general direction, Economist II's perform the duties as described in the series concept involving the application of recognized economic and research principles and a high level of complexity. This is the journey level in the series.

7.740 – Economist I, Grade 33: Under general supervision, Economist I's perform the duties as described in the series concept in an entry level capacity. Work is assigned through direction and review for technical accuracy. This is the entry level in the series, and provides for progression to the next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

Executive Branch Economist

7.718 – Executive Branch Economist, Grade 41: Within the Governor's Finance Office, under administrative direction, the Executive Branch Economist plans, organizes, develops and manages research related to complex, long and short range forecasting of diverse tax revenue and social welfare caseload projections; acts as the primary spokesperson for the Executive Branch of State government, and the Governor's Finance Office.

Throughout the course of the study, management and agency staff participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in red.



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>
<u>CHIEF ECONOMIST</u>	<u>42</u>	<u>A</u>	<u>7.707</u>

~~[Under administrative direction, the Chief Economist is responsible for planning, organizing and directing the work of a research section within a department as well as performing research activities involving the application of recognized economic and research principles.~~

~~Supervise and evaluate the performance of Economist III's in conducting various economic and statistical research studies to include selection, training, work assignment and review, establishing work performance standards and discipline.~~

~~Analyze project requirements and associated costs, approve methodologies and timeframes, monitor progress of projects, and make appropriate adjustments as necessary to ensure completion according to project specifications, established timeframes and cost parameters.~~

~~Secure funding for section projects by soliciting or responding to advertised bids and negotiating contracts with State and federal agencies; consult with other department supervisors in developing proposals including budget and project design.~~

~~Develop, recommend and monitor the section budget; allocate expenses and resources as appropriate and make adjustments as necessary.~~

~~Direct and/or conduct research, analysis and studies of economic, social, fiscal and other factors in relation to the topic of study.~~

~~Participate in the development of strategies and State and national policy positions by serving on committees and advisory boards and providing expertise in the areas of economics, statistical analysis and research, and labor market information.~~

~~Provide information to legislative bodies, industry, media, civic groups, and the general public regarding economic data, labor force statistics, employment demographics, research efforts, and pending legislation; testify at hearings, issue statements, make speeches and respond to individual requests for information.~~

~~Ensure business leaders, organizations and others are provided with current and projected economic information.~~

~~Perform related duties as assigned.~~

MINIMUM QUALIFICATIONS

~~EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in economics, labor, economics, econometrics, statistics or related field and five years of experience in conducting statistical/economic data collection and analysis involving the application of statistical, mathematical and economic principles and research design and procedures, two years of which must have included supervising lower-level economists, and one year of which must have included making formal presentations to various groups; OR two years of experience as an Economist III in Nevada State service; OR an equivalent combination of education and experience.~~

MINIMUM QUALIFICATIONS (cont'd)

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

Detailed knowledge of: research techniques and methods of analysis; current economic trends and the implications of the particular area of research; economic and statistical theories, principles, practices and techniques. **Working knowledge of:** data processing and computer system capabilities; project

7.707

ESTABLISHED: 6/1/67
REVISED: 10/12/88R
6/9/89PC
REVISED: 7/1/93P
9/24/92PC
REVISED: 7/15/05PC]
ABOLISHED 6/10/16PC



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>
EXECUTIVE BRANCH ECONOMIST	41	B	7.718

Within the Governor's Finance Office, under administrative direction, the Executive Branch Economist plans, organizes, develops and manages research related to complex, long and short range forecasting of diverse tax revenue and social welfare caseload projections; acts as the primary spokesperson for the Executive Branch of State government and the Governor's Finance Office.

Conduct research and analysis of economic, social, industrial and/or employment factors in order to identify trends and/or possible implications on the State; present research findings and recommendations to the Governor, the Governor's senior staff, the budget director and/or the chief financial officers at the agency level for the purpose of budget and policy development.

Collect, analyze and interpret data such as labor market trends, population projections, and industrial activity in order to produce economic or caseload forecasts to be used by other State agencies in forecasting budgetary and service delivery levels.

Provide technical assistance to State and local officials by providing and interpreting data and analysis and assisting in strategic planning based upon analysis.

Present and defend the State revenue forecasts to the State Economic Forum; make presentations to community groups regarding national and State economic trends and resulting implications.

Prepare in-depth research papers and reports of statistical and economic data containing graphs, tables, written analysis and recommendations for internal use, submission to the State and federal government, professional publication and/or for publication and distribution to local governments and the general public.

Prepare and conduct various required and specially assigned statistical surveys including designing or updating collection form, evaluating and analyzing data, and developing narrative summaries of analysis.

Update information stored in data base and assist in developing a complex information system in order to enhance the efficiency and effectiveness of work performed; extract and manipulate data stored in a data base to perform economic and statistical analysis.

May supervise professional, technical or administrative staff as assigned to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: *Master's degree from an accredited college or university in economics, labor economics, econometrics, statistics or related field and three years of professional experience which included economic research, model building, forecasting, fiscal and trend analysis and interpretation and the development of presentations, reports and recommendations. This experience must have involved the application of advanced statistical mathematical and economic principles and research modeling; OR two years of experience as an Economist III in Nevada State service performing duties as described above; OR an equivalent combination of education and experience as described above.*

MINIMUM QUALIFICATIONS (cont'd)

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

Working knowledge of: selection and application of research models appropriate to project; fiscal analysis and forecasting techniques; new and alternative economic and statistical research and forecasting approaches; data processing and computer system capabilities in the areas of economic and fiscal forecasting and trend analysis; computerized presentation techniques; economic trends and their implications on the development of research models for forecasting; national, State, regional and local economic trends and climate. General knowledge of: State econometric and demographic measures and estimation procedures; project management techniques including cost estimating and resource scheduling; data processing and computer system capabilities. Ability to: analyze and interpret complex interrelated financial, economic, social and demographic information; prioritize projects and organize work activities accordingly; analyze long range program performance, revenue and expenditures and develop recommendations and alternatives. Skill in: designing and creating databases and developing informational programs, systems and forecasting models; writing comprehensive reports and recommendations using correct English grammar, spelling, vocabulary and punctuation; making effective verbal presentations to individuals and groups; operating a personal computer to effectively input and retrieve information; and motivating others to effective action.

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

Detailed knowledge of: tax revenue, gaming fee tax, caseload trend, fiscal analysis and forecasting techniques; the State's computerized financial system to monitor budget trends. Working knowledge of: economic trends and their implications in the development of research models for forecasting State tax revenue and social welfare caseload; legislative and executive budget processes within State government; national, State, regional and local economic trends and climate. General knowledge of: organization and functions of State agencies. Ability to: provide expert technical advisement regarding revenue and caseload economic forecasts to the governor, budget director and other high level officials; defend research findings and provide information and justifications to the highest level groups and individuals in State government. Skill in: presenting in both verbal and written form highly technical research information to a variety of individuals and groups for the purpose of clarification and/or persuasion; organizing, planning and implementing multiple projects and areas of responsibility where little precedent exists in solving complex problems.

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.

7.718

ESTABLISHED: 6/10/16PC



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>
CHIEF ECONOMIST	42	B	7.707
ECONOMIST IV	41	B	7.718
ECONOMIST III	38	B	7.719
ECONOMIST II	36	B	7.723
ECONOMIST I	33	B	7.740

SERIES CONCEPT

Economists prepare and conduct research, analysis and studies of economic, social, fiscal and other factors in relation to topic of study.

Conduct research and analysis of economic, social, industrial and/or employment factors in order to identify trends and/or possible implications on the State.

Collect, analyze and interpret data such as labor market trends, population projections, and industrial activity in order to produce economic *or caseload* forecasts ~~[and/or]~~ to be used by ~~[other]~~ State agencies in forecasting budgetary and service delivery levels.

Provide technical assistance to State and local officials by providing and interpreting data and analysis and assisting in strategic planning based upon analysis.

Make presentations to community groups regarding national and State economic trends and resulting implications.

Produce reports containing graphs, tables, and written analysis of statistical and economic data for internal use, submission to the State and federal government, or publication and distribution to local governments and the general public.

Prepare and conduct various required and specially assigned statistical surveys including designing or updating collection form, evaluating and analyzing data, and developing narrative summaries of analysis.

Update information stored in data base and assist in developing a complex information system in order to enhance the efficiency and effectiveness of work performed; *extract and manipulate data stored in a data base to perform economic and statistical analysis.*

May supervise professional, technical, or administrative staff as assigned to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline.

Perform related duties as assigned.

CHIEF ECONOMIST	42	B	7.707
[ECONOMIST IV]	41	B	7.718]
ECONOMIST III	38	B	7.719
ECONOMIST II	36	B	7.723
ECONOMIST I	33	B	7.740

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CLASS CONCEPTS

Chief Economist: Under administrative direction, the Chief Economist is responsible for planning, organizing and directing the work of a research section within a department as well as performing research activities involving the application of recognized economic and research principles; analyze project requirements and associated costs, approve methodologies and timeframes, monitor progress of projects, and make appropriate adjustments as necessary to ensure completion according to project specifications, established timeframes and cost parameters; secure funding for section projects by soliciting or responding to advertised bids and negotiating contracts with State and federal agencies; consult with other department supervisors in developing proposals including budget and project design; develop, recommend and monitor the section budget; allocate expenses and resources as appropriate and make adjustments as necessary; direct and/or conduct research, analysis and studies of economic, social, fiscal and other factors in relation to the topic of study; participate in the development of strategies and State and national policy positions by serving on committees and advisory boards and providing expertise in the areas of economics, statistical analysis and research, and labor market information; provide information to legislative bodies, industry, media, civic groups, and the general public regarding economic data, labor force statistics, employment demographics, research efforts, and pending legislation; testify at hearings, issue statements, make speeches and respond to individual requests for information; ensure business leaders, organizations and others are provided with current and projected economic information; and supervise a staff of Economist III's to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline.

Economist IV: Under administrative direction of the Deputy Budget Administrator, the Economist IV performs the full range of duties described in the series concept involving planning, organizing, developing and managing the State Budget Office research related to complex, long and short range forecasting of diverse tax revenue and social welfare caseload projections. The Economist IV presents research findings and recommendations to the governor, the governor's senior staff, the budget director and/or chief financial officers at the agency level for the purpose of budget and policy development. As the primary spokesperson for the Executive Branch of State government and the Budget Division, the Economist IV presents and defends the State revenue forecasts to the State Economic Forum and prepares in-depth research papers, reports, speeches and recommendations for distribution throughout State government and in professional publications.]

Economist III: Under general direction, Economist III's perform the full range of duties as described in the series concept involving the application of recognized economic and research principles and a high level of complexity. Work is assigned through goals and objectives and reviewed through goal attainment and as unusual circumstances occur. Incumbents are expected to have full supervisory authority over Economist II's and Economist I's and/or perform comprehensive, broad based research and analysis involving the application of *more* advanced economic principles *and statistical/econometric techniques* to difficult problems. *This is the advanced journey level in the series.*

Economist II: Under *general* direction, Economist II's perform the duties as described in the series concept involving the application of recognized economic and research principles and a high level of complexity. Work is assigned through goals and objectives and reviewed for technical accuracy. This is the journey level *in the series.*

Economist I: Under general supervision, Economist I's perform the duties as described in the series concept in an entry level capacity. Work involves the application of recognized economic and research principles and a moderate level of complexity. Work is assigned through direction and reviewed for technical accuracy. *This is the entry level in the series, and provides for progression to the next level upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.*

CHIEF ECONOMIST	42	B	7.707
ECONOMIST IV	41	B	7.718
ECONOMIST III	38	B	7.719
ECONOMIST II	36	B	7.723
ECONOMIST I	33	B	7.740

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MINIMUM QUALIFICATIONS

CHIEF ECONOMIST

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in economics, labor economics, econometrics, statistics or related field and five years of professional experience in conducting statistical/economic data collection, analysis and research involving the application of statistical, mathematical and economic principles and research modeling, two years of which must have included supervising lower level economists; OR two years of experience as an Economist III 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):

Detailed knowledge of: research techniques and methods of analysis; current economic trends and the implications of the particular area of research; economic and statistical theories, principles, practices and techniques. Working knowledge of: data processing and computer system capabilities; project management techniques including cost estimation and resource allocation; statistical and quantitative techniques including correlation methods, regression analysis, time series analysis, analysis of frequency series, sampling methods and compilation of index numbers. General knowledge of: supervisory principles and practices. Ability to: make formal presentations to various groups; provide effective training to staff and customers. Skill in: advanced mathematical computation; composing narrative summaries of research findings and analysis; designing and creating database and informational programs and systems; motivating others to effective action; operating a personal computer for database management, statistical analysis, word processing and web-based software products; 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: federal and State laws regarding employment service programs and unemployment compensation; governmental accounting and budgetary procedures to effectively develop budgets, interpret financial analyses, develop contracts and make adjustments to budgets to ensure limits are not exceeded.

~~ECONOMIST IV~~

EDUCATION AND EXPERIENCE: ~~[A master's degree from an accredited college or university in economics, labor economics, econometrics or related field and three years of experience which included economic research, model building, forecasting, fiscal and trend analysis and interpretation and the development of presentations, reports and recommendations. This experience must have involved the application of advanced statistical, mathematical and economic principles, and research design and procedures; OR an equivalent combination of education and experience.~~

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

~~**Working knowledge of:** selection and application of research models appropriate to project; fiscal analysis and forecasting techniques; new and alternative economic and statistical research and forecasting approaches; data processing and computer system capabilities in the areas of economic and fiscal forecasting and trend analysis; computerized presentation techniques. **General knowledge of:** project management techniques including cost estimating and resource scheduling. **Ability to:** analyze and interpret complex interrelated financial, economic, social and demographic information; prioritize projects and organize work activities accordingly; analyze long range program performance and expenditures and develop recommendations and alternatives. **Skill in:** designing and creating database and informational programs, systems and forecasting models; writing comprehensive reports and recommendations using correct English grammar, spelling, vocabulary and punctuation; making effective verbal presentations to individuals and groups; and operating a personal computer to effectively input and retrieve information; and all knowledge, skills and abilities required at the lower levels.~~

CHIEF ECONOMIST	42	B	7.707
ECONOMIST IV	41	B	7.718
ECONOMIST III	38	B	7.719
ECONOMIST II	36	B	7.723
ECONOMIST I	33	B	7.740

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MINIMUM QUALIFICATIONS (cont'd)

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):~~
~~Detailed knowledge of: tax revenue, gaming fee tax and easeload trend and fiscal analysis and forecasting techniques; the State's computerized financial system to monitor budget trends. Working knowledge of: economic trends and their implications in the development of research models for forecasting State tax revenue (and social welfare easeload); legislative and executive budget processes within State government; national, State, regional and local economic trends and climate; government accounting procedures to effectively develop and manage service contracts. General knowledge of: organization and functions of State agencies. Ability to: provide expert technical advisement regarding revenue and easeload economic forecasts to the governor, budget director and other high level officials; defend research findings and provide information and justifications to the highest level groups and individuals in State government. Skill in: presenting in both verbal and written form highly technical research information to a variety of individuals and groups for the purpose of clarification and/or persuasion; organizing, planning and implementing multiple projects and areas of responsibility where little precedent exists in solving complex problems.]~~

ECONOMIST III

EDUCATION AND EXPERIENCE: *Bachelor's degree [Graduation]* from an accredited college or university in economics, labor economics, econometrics, statistics or a related field and three years of *professional* experience in conducting statistical/economic data collection, ~~[and]~~ *analysis and research* involving the application of advanced statistical, mathematical and economic principles *and research modeling*; ~~[and research design and procedures]~~. ~~[One year must be performed at a level equivalent to the Economist II;]~~ **OR** one year of experience as an Economist II 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: econometrics, research design, statistical analysis, and quantitative methods and procedures; economic principles, concepts and theory. General knowledge of: supervisory principles and practices; selection and application of research models appropriate to project; fiscal analysis and forecasting techniques; new and alternative economic and statistical research and forecasting approaches; data processing and computer system capabilities in the areas of forecasting and trend analysis. Skill in: planning and designing economic studies and projects; and all knowledge, skills and abilities required at the lower levels. [Requires additional knowledge and skills outlined in the lower levels within the class series.]

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Chief Economist.)
~~[Complete and in depth knowledge of: current economic trends and their implications on the particular area of research responsibility. Knowledge of: supervisory techniques such as training, motivation, work assignment and review, and discipline; project management techniques including cost estimating and resource scheduling; data processing and computer system capabilities. Skill in: designing and creating database and informational programs and systems; motivating others to effective action.]~~

ECONOMIST II

EDUCATION AND EXPERIENCE: *Bachelor's degree [Graduation]* from an accredited college or university in economics, labor economics, econometrics, statistics or a related field and two years ~~[of previous]~~ of *professional* experience in conducting statistical/economic data collection, ~~[and]~~ *analysis and research* involving the application of advanced statistical, mathematical and economic principles *and research modeling*; ~~[and research design and procedures]~~ **OR** one year of experience ~~[must be performed at a level equivalent to the]~~ *as an Economist I in Nevada State service*; **OR** an equivalent combination of education and experience *as described above*.

CHIEF ECONOMIST	42	B	7.707
ECONOMIST IV	41	B	7.718
ECONOMIST III	38	B	7.719
ECONOMIST II	36	B	7.723
ECONOMIST I	33	B	7.740

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MINIMUM QUALIFICATIONS (cont'd)

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

General knowledge of: current economic trends and their implications on the particular area of research responsibility. Skill in: performing standard statistical and quantitative techniques including simple correlation methods, regression analysis, time series analysis, analysis of frequency series, sampling methods and compilation of index numbers; and all knowledge, skills and abilities required at the lower levels.
~~[Economists are expected at the time of appointment to the class to independently perform the duties of the job by applying at full performance level all knowledge and skills which were acquired and/or utilized in the Economist I level.]~~

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Economist III.)
~~[Thorough knowledge of: econometrics, research design, statistical analysis, and quantitative methods and procedures; economic principles, concepts and theory. Skill in: planning, designing economic studies and projects.]~~

ECONOMIST I

EDUCATION AND EXPERIENCE: *Bachelor's degree [Graduation]* from an accredited college or university in economics, labor economics, statistics or a related field; OR an equivalent combination of education and experience *in conducting statistical/economic data collection and analysis involving the application of statistical, mathematical and economic principles.*

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

General ~~[K]~~ knowledge of: economic and statistical theory, procedures, practices and techniques; research techniques and methods of analysis. Skill in: advanced mathematical computation; written English to sufficiently compose narrative summaries of research findings and analysis which are grammatically correct and comprehensible; operating a personal computer [terminal] to effectively input 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 Economist II.)
~~[Knowledge of: current economic trends and their implications on the particular area of research responsibility. Skill in: performing standard statistical and quantitative techniques including simple correlation methods, regression analysis, time series analysis, analysis of frequency series, sampling methods and compilation of index numbers.]~~

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.

	7.718	7.707	7.719	7.723	7.740
ESTABLISHED:	6/21/99R 12/16/99PC	6/1/67	11/20/79R 4/25/80PC	6/01/67	6/01/67
REVISED:				4/13/70	
REVISED:				11/16/72	11/16/72
REVISED:				11/17/76	11/17/76
REVISED:				11/20/79R	11/20/79R

CHIEF ECONOMIST
~~ECONOMIST IV~~
 ECONOMIST III
 ECONOMIST II
 ECONOMIST I

42	B	7.707
41	B	7.718]
38	B	7.719
36	B	7.723
33	B	7.740

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REVISED:		11/13/87	4/25/80PC 11/13/87	4/25/80PC 11/13/87
REVISED:	10/12/88R 6/09/89PC			
REVISED:	7/01/93P 9/24/92PC	7/01/93P 9/24/92PC	7/0193P 9/24/92PC	7/01/93P 9/24/92PC
REVISED:		6/21/99R 12/16/99PC	6/21/99R 12/16/99PC	6/21/99R 12/16/99PC
REVISED:	7/15/05PC			
REVISED:	6/10/16PC	6/10/16PC	6/10/16PC	6/10/16PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-C-1-a

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.222	Registered Dietitian III	35	B	10.222	<i>Registered Dietitian III</i>	35	<i>B</i>
10.226	Registered Dietitian II	33	B	10.226	<i>Registered Dietitian II</i>	33	<i>B</i>
10.235	Registered Dietitian I	31	B	10.235	<i>Registered Dietitian I</i>	31	<i>B</i>

EXPLANATION OF CHANGE

In conjunction with the biennial class specification maintenance review and Subject Matter Experts (SMEs) from the divisions within the Department of Health and Human Services, as well as the Nevada State Veterans Home, that utilize these classes, the Division of Human Resource Management recommends revisions to the Registered Dietitian series. The series and class concepts were revised to update and accurately describe the duties performed by incumbents and to reflect agency/program changes. The minimum qualifications of the levels have been modified to expand and clarify the type of relevant and acceptable experience required. Furthermore, the knowledge, skills and abilities of the classes were updated accordingly and to maintain consistency in current formatting. Additionally, an Informational Note was added to explain that incumbents appointed to the class must be licensed in the State of Nevada and that a temporary license may be granted to someone who holds a corresponding license in another state.

Registered Dietitians provide nutritional care and medical nutrition therapy for individuals and groups in institutional, clinic, research, community and residential settings and provide nutrition education to clients/patients and families in accordance with accepted professional practices and standards. Incumbents develop, implement and monitor individual and group dietary plans; identify nutrition education needs; develop and provide education and technical assistance to patients, families, and caregivers related to normal and therapeutic nutrition; document nutrition care plan in client/patient records; and participate in interdisciplinary treatment team meetings to obtain and provide information concerning clients/patients treatment and progress, and coordinate treatment efforts with other team members as required in the assigned setting. They also plan and conduct training and orientation sessions for professional, technical and other support staff; establish written priorities, policies and procedures for the provision of nutritional services; monitor and oversee food service contractors; and supervise subordinate clerical and/or technical staff by training, evaluating and documenting work performance, conducting case conferences as needed, and implement in-service training to ensure continuity of care and compliance with clinic and agency standards as assigned.

10.222 – Registered Dietitian III, Grade 35: Under general direction, incumbents supervise lower level professional and support staff as assigned and provide nutrition related services at the advanced journey level in one of the following assignments:

- (1) Nevada Early Intervention Services: Incumbents provide screening, assessment, intervention, monitoring and transition services to at-risk clients/patients from birth to three years old to achieve optimal nutrition and growth for development; provide and monitor therapeutic diets for genetic metabolic disorders (birth through adult), to protect mental abilities and physiological functioning; document and communicate changes in clinical, health status, or functional outcomes assuring continuous care and provide case management and coordination of services to assigned clients/patients; or

(2) Northern Nevada Adult Mental Health Services/Southern Nevada Adult Mental Health Services: Evaluates health and disease condition(s) related to developmental disability/psychiatric disorder/chemical dependency for nutrition related consequences. Demonstrates adherence to evidence-based practice at the specialty level reflecting the holistic focus of behavioral health as a complex disorder. In addition to nutrition, assessment, diagnosis, intervention, monitoring and evaluating nutritional care, incumbents negotiate and administer food service contracts for a comprehensive hospital and associated residential treatment facilities; ensure contractors are providing services in compliance with contractual agreements and that contracted staff meet appropriate experience, health, and other qualification standards; and verify that monthly billing for meals and snacks is calculated in accordance with daily census data, meal/snack orders and cancellation forms.

10.226 – Registered Dietitian II, Grade 33: Under direction, incumbents perform professional dietitian duties described in the series concept. This is the journey level class in the series.

10.235 – Registered Dietician I, Grade 31: Under general supervision, incumbents receive training and gain experience in providing professional nutritional care and services described in the series concept. This is the entry level class in the series.

Agencies utilizing these classifications support the changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.



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>
REGISTERED DIETITIAN III	35	B	10.222
REGISTERED DIETITIAN II	33	B	10.226
REGISTERED DIETITIAN I	31	B	10.235

SERIES CONCEPT

Registered Dietitians provide nutritional care and ~~[diet]~~ *medical nutrition* therapy for individuals and groups in institutional, clinic, research, community and residential settings and provide nutrition education to *clients/patients* and families in accordance with accepted professional practices and standards.

Develop, implement and monitor individual and group dietary plans; review data from patient's medical file; interview *client/patient* for information regarding medical and nutritional history, *dietary adequacy, feeding difficulties*, physical activity, and other factors; assess anthropometric, biochemical, clinical, dietary, feeding and behavioral data, and potential for drug-nutrient interactions; determine appropriate energy and nutrient needs.

Identify nutrition education needs; develop and provide education and technical assistance to patients, families, and ~~[care-givers]~~ *caregivers* related to normal and therapeutic nutrition; instruct individuals preparing *formula and/or* food regarding proper food handling procedures including preparation methods, safety and sanitation techniques.

Document ~~[dietary]~~ *nutrition care* plan in *client/patient* records; ~~[review charts for changes in physician orders;]~~ prepare written reports, records and summaries; ensure compliance with applicable regulatory standards. *Develop nutrition recommendations and collaborate the nutrition plan of care with physicians, home health services, and WIC.*

Participate in interdisciplinary treatment team meetings to obtain and provide information concerning *clients/patients* treatment and progress, and coordinate treatment efforts with other team members as required in the assigned setting.

Plan and conduct training and orientation sessions for professional, technical and other support staff; research current nutritional literature, recommendations and practices and present new nutrition information and policy developments.

Establish written priorities, policies and procedures for the provision of nutritional services; ensure conformance to local, State and federal licens~~[or]~~ *ure* and funding guidelines; maintain program records and evaluate services; prepare reports and statistics, and participate in developing the nutrition services budget.

Monitor and oversee ~~[or]~~ food service contractors; spot check foods delivered or prepared by contractors and vendors to ensure consistent food preparation, proper food handling, sanitation and safety practices~~[;]~~; ~~[and]~~ *assess* efficiency and accountability of food service *contractors*; provide instruction and orientation to new employees and food service staff; plan and/or approve institutional menu to ensure nutritional adequacy *and client/patient satisfaction.*

Supervise subordinate clerical and/or technical staff by training, evaluating and documenting work performance, conducting case conferences as needed, and implement in-service training to ensure continuity of care and compliance with clinic and agency standards as assigned.

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SERIES CONCEPT (cont'd)

Communicate with vendors and other local and State agencies including providing information regarding agency/program policies, procedures and objectives and by checking or following up on complaints regarding services and products provided.

Perform related duties as assigned.

CLASS CONCEPTS

Registered Dietitian III: Under general direction, incumbents supervise lower level professional and support staff as assigned and provide nutrition related services at the advanced journey level in one of the following assignments:

- (1) ~~[Special Children's Clinic]~~ *Nevada Early Intervention Services:* Incumbents provide screening, assessment, intervention, monitoring and transition services to at-risk *clients/patients* from birth to ~~[six]~~ *three* years old to achieve optimal nutrition and growth *for development*; ~~[prescribe]~~ *provide* and monitor therapeutic diets for genetic metabolic disorders (birth through adult), to protect mental abilities and physiological functioning; *document and communicate changes in clinical, health status, or functional outcomes assuring continuous care* and provide case management and coordination of services to assigned *clients/patients*; or
- (2) *Northern Nevada Adult Mental Health [Institute] Services/Southern Nevada Adult Mental Health [Food] Services:* *Evaluates health and disease condition(s) related to developmental disability/psychiatric disorder/chemical dependency for nutrition related consequences. Demonstrates adherence to evidence-based practice at the specialty level reflecting the holistic focus of behavioral health as a complex disorder.* In addition to nutrition ~~[screening]~~, assessment, *diagnosis*, intervention, monitoring and ~~[transition services]~~ *evaluating nutritional care*, incumbents negotiate and administer food service contracts for a comprehensive hospital and associated residential treatment facilities; ensure contractors are providing services in compliance with contractual agreements and that contracted staff meet appropriate experience, health, and other qualification standards; and verify that monthly billing for meals and snacks is calculated in accordance with daily census data, meal/snack orders and cancellation forms.

Registered Dietitian II: Under direction, incumbents perform professional dietitian duties described in the series concept. This is the journey level class in the series.

Registered Dietitian I: Under general supervision, incumbents receive training and gain experience in providing professional nutritional care and services described in the series concept. This is the entry level class in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Some positions require experience in pediatric nutrition including treatment of children with metabolic disorders and early intervention for developmentally delayed children ages birth to three years and will be designated at the time of recruitment.

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MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES:

- * A Master's degree from an accredited college or university with major work in nutrition, public health nutrition or dietetics may be substituted for one year of the required work experience.
- * *Per Nevada Revised Statutes (NRS) 640E, persons appointed to this class must be licensed as a Registered Dietitian in the State of Nevada. A temporary license may be granted, pending dietitian licensing in the State of Nevada, to a person who holds a corresponding license in another jurisdiction.*

REGISTERED DIETITIAN III

EDUCATION AND EXPERIENCE: Current [~~certification~~] *registration and licensure* by the Commission on Dietetic Registration and three years of professional experience as a Registered Dietitian, two years of which were in a clinic, hospital, or similar health care setting. (See *Special Requirement and Informational Note*)

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

Working knowledge of: *food safety and sanitation requirements; food quality and grading standards; facility inspection standards and auditing procedures; State and community resources in nutrition and public health; principles and practices of supervision; local, State and federal regulations related to food and nutrition services;* nutritional care for *clients/patients* with special health care needs which may include metabolic disorders, chronic and digestive diseases; program planning processes including writing program goals, objectives and evaluations; nutritional care of *clients/patients* with substance abuse problems, mental illness and/or drug/nutrient interactions. **General knowledge of:** nutritional care for *clients/patients* with developmental [~~problems~~] *disabilities*. **Ability to:** *formulate and write clinic/facility objectives to address service delivery problems; supervise subordinate clerical/technical staff including planning, organizing, and evaluating work; assess staff training needs, and organize and conduct training for professionals, paraprofessional and clerical employees; work cooperatively as a member of a multi-disciplinary team; operate a personal computer to facilitate nutritional status assessment, develop and/or evaluate menus, and prepare other special reports;* provide case management and coordination of services to assigned *clients/patients*; provide technical assistance to other agency and community programs; write concise, logical, and grammatically correct correspondence and reports; read, interpret and incorporate local, State and federal regulations and requirements into agency/program policies and procedures; evaluate nutrition education programs and materials; develop and conduct training and orientation sessions in pediatric, adolescent and adult nutrition for other professionals, and technicians; *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: nutritional care for *clients/patients* with developmental [~~problems~~] *disabilities*; agency policies and procedures related to nutrition services and personnel management.

REGISTERED DIETITIAN II

EDUCATION AND EXPERIENCE: Current [~~certification~~] *registration and licensure* by the Commission on Dietetic Registration and one year of professional experience as a Registered Dietitian. (See *Special Requirement and Informational Note*)

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

Working knowledge of: nutrient content of foods; nutritional requirements of *infants*, children, adolescents and adults; biochemistry, microbiology, and physiology as applied to dietetics; appropriate food

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MINIMUM QUALIFICATIONS (cont'd)

REGISTERED DIETITIAN II (cont'd)

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

preparation, delivery, service and storage methods and techniques; social, cultural and economic issues impacting diets and nutrition for *infants*, children, adolescents, adults, families and individuals. **Ability to:** interpret program/facility policies and procedures; *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: food safety and sanitation requirements; food quality and grading standards; facility inspection standards and auditing procedures; State and community resources in nutrition and public health; principles and practices of supervision; local, State and federal regulations related to food and nutrition services. Ability to: formulate and write clinic/facility objectives to address service delivery problems; supervise subordinate clerical/technical staff including planning, organizing, and evaluating work; assess staff training needs, and organize and conduct training for professionals, paraprofessional and clerical employees; work cooperatively as a member of a multi-disciplinary team; operate a personal computer to facilitate nutritional status assessment, develop and/or evaluate menus, and prepare other special reports.] (These are identical to the Entry Level Knowledge, Skills and Abilities required for Registered Dietitian III.)~~

REGISTERED DIETITIAN I

EDUCATION AND EXPERIENCE: Current ~~[certification]~~ *registration and licensure* by the Commission on Dietetic Registration as a Registered Dietitian. *(See Special Requirement and Informational Note)*

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

Working knowledge of: current dietary guidelines; nutritional assessment methods; *client/patient* rights and confidentiality standards. **General knowledge of:** nutrient content of foods; nutritional requirements of *infants*, children, adolescents and adults; biochemistry, microbiology, and physiology as applied to dietetics; appropriate food preparation, delivery, service and storage methods and techniques; meal and menu planning for individuals with special dietary ~~[problems]~~ *needs*; food safety and sanitation requirements; food quality and grading standards; facility inspection standards and auditing procedures; social, cultural and economic issues impacting diets and nutrition for *infants*, children, families and individuals; food purchasing and consumption practices of individuals and families; principles of therapeutic nutrition. **Ability to:** assess nutritional status of *client/patient*; provide nutrition counseling to individuals and families; develop educational materials and provide nutrition education in group settings; interpret health and nutrition related data; evaluate dietary needs in relation to growth, development, and health; interview clients to obtain dietary and other information; develop, implement and monitor individual and group dietary plans; establish and maintain cooperative working relationships with co-workers, outside agencies, vendors, and the public.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Registered Dietitian 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>10.222</u>	<u>10.226</u>	<u>10.235</u>
ESTABLISHED:	6/30/78R 9/14/78PC	11/17/83R 4/13/84PC	6/30/78R 9/14/78PC

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REVISED:	7/1/89P	7/1/89P	7/1/89P
	8/19/88PC	8/19/88PC	8/19/88PC
REVISED:	10/19/90PC		
REVISED:	7/1/99P	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC	10/2/98PC
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	6/10/6PC	6/10/16PC	6/10/16PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-C-1-b:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.243	Workers' Compensation Nurse II	35	B		<i>ABOLISHED</i>		
10.245	Workers' Compensation Nurse I	34	B		<i>ABOLISHED</i>		

EXPLANATION OF CHANGE

In conjunction with the class specification maintenance review process conducted by Human Resource Management, it is recommended that the Workers' Compensation Nurse series be abolished. During this review, it was determined that there are no classified positions within State service or within the Nevada System of Higher Education.

Agency personnel support this recommendation

Note: Changes, additions and/or deletions on the class specification are noted in red.



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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WORKERS' COMPENSATION NURSE II	35	B	10.243
WORKERS' COMPENSATION NURSE I	34	B	10.245

SERIES CONCEPT

~~Workers' Compensation Nurses apply medical knowledge to the claims review process and ensure quality medical care is delivered for the treatment of industrially injured workers in a timely, cost effective manner which encourages the clients earliest possible return to work.~~

~~Review injured worker claim files referred by adjusters for current and anticipated medical needs; conduct interviews with injured worker and/or family members, employer, treating physicians, other relevant health care service providers, and managed care organizations to gather information related to the industrial injury and provide information regarding the claims process.~~

~~Assess injured worker needs and appropriateness of the physician's treatment plan; develop and implement a medical management action plan in conjunction with claims adjuster; authorize appropriate medical treatment including surgeries, procedures, diagnostic testing, durable medical equipment, therapy, and home health services; prepare reports including professional recommendations related to present and future medical needs; determine non-industrial medical conditions affecting the industrial condition and refer claim to medical advisor for appropriate apportionment.~~

~~Provide ongoing medical management on cases referred and monitor ongoing implementation of the treatment plan; inform medical providers of fee schedule; attend medical appointments with worker as needed; process transfer of primary physician care when appropriate; assess the need for lifetime medical benefits and provide recommendations to adjusters with specific needs outlined and time frames for re-evaluation of benefits; assess discharge plan and ensure specific requirements are met.~~

~~Facilitate client's return to work as soon as possible; estimate return to work date; act as a liaison between parties involved in the medical claim including the injured worker, family members, treating physician, therapists, employer of record, employer representative, attorneys, and managed care organizations; coordinate with rehabilitation counselor, employer and health professionals to ensure the clients health condition is addressed in the work environment and facilities are in compliance with federal law.~~

~~Provide advice and assistance in the preparation of medical documentation and testimony for hearings and appeals; provide testimony as requested; serve on committees to provide health care knowledge and expertise related to vendor contracts, internal policies and procedures, quality assurance, and other areas as assigned.~~

~~Monitor managed care organizations (MCO) medical management practices.~~

~~Provide training on medical topics to agency staff.~~

~~Perform related duties as assigned.~~

CLASS CONCEPTS

Workers' Compensation Nurse II: Under direction, incumbents perform all of the duties described in the series concept for the more difficult medical cases, and serve as a lead Workers' Compensation Nurse. Lead responsibilities include providing training and technical expertise to other Nurses in the unit; performing case reviews to ensure the quality and uniformity of medical management; providing input for performance evaluations of unit staff; and in the absence of the unit supervisor, assigning cases and providing direction to unit staff, attending meetings and participating in committees.

Workers' Compensation Nurse I: Under general supervision, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Valid driver's license is required at time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * A Bachelor's degree in nursing is equivalent to a diploma or Associate's degree in nursing and one year of experience.

WORKERS' COMPENSATION NURSE II

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse in the State of Nevada and three years of professional nursing experience, one year of which involved applying medical knowledge to the claims process for the treatment of industrially injured workers; OR one year as a Workers' Compensation Nurse I in Nevada State service; OR an equivalent combination of education and experience. (See Special Requirement and Informational Note)

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

Working knowledge of: workers' compensation medical claims review techniques and procedures; State laws and administrative code as applied to medical claims review; computer systems and applicable software; medical case management processes. Ability to: train and provide work direction to personnel reviewing medical claims for industrially injured workers; provide technical assistance to others regarding medical management issues; interact diplomatically with claimants, supervisors, co-workers, medical providers and the general public in resolving controversial claims issues; operate a computer terminal; 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: quality assurance and/or utilization review audit and compliance activities, policies and procedures. Ability to: maintain current knowledge of workers' compensation claims review practices, changes in regulations, and accepted treatments of injured workers; provide training to unit and agency staff and serve on committees as assigned; provide work direction to unit staff and represent the unit in agency and community meetings.

WORKERS' COMPENSATION NURSE I

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse in the State of Nevada and two years of professional nursing experience; OR an equivalent combination of education and experience. (See Special Requirement and Informational Note)

MINIMUM QUALIFICATIONS (cont'd)

WORKERS' COMPENSATION NURSE I (cont'd)

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

Working knowledge of: ~~medical terminology, anatomy, and physiology including pathophysiology, pharmacology, orthopedics, neurology, general surgical procedures, and psychology; application of nursing process including assessment, diagnostics, planning, intervention and evaluation; universal precautions and infection control techniques and procedures; operation and use of standard medical equipment; routine laboratory tests and diagnostic procedures; nutrition and personal hygiene as applied to patient care; human growth and development; medical/clinical records documentation process; uses and effects of common medications. General knowledge of:~~ the Nurse Practice Act. ~~Ability to:~~ apply the Nurse Practice Act to medical claims review; interview patients to elicit a health history, symptoms and/or complaints; clinically assess the basic health status of a patient; develop and evaluate a nursing care plan; follow detailed oral and written instructions; establish and maintain cooperative working relationships with supervisors, staff, patients and families; explain complex claims and medical procedures in lay terms; use modern office equipment; write concise, logical, grammatically correct correspondence and reports related to all aspects of claim disposition; assess and evaluate appropriateness of medical treatment plan for conformance to best practice; review and evaluate medical/clinical records to determine effectiveness and individual patient response to treatment.

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

Working knowledge of: ~~agency policies and procedures related to medical claims review.~~

~~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>10.243</u>	<u>10.245</u>
ESTABLISHED:	7/1/99P 10/2/98PC	7/1/99P 10/2/98PC
REVISED:	3/29/01UC	3/29/01UC
REVISED:	7/1/03LG	7/1/03LG]
ABOLISHED:	6/10/16PC	6/10/16PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-C-2-a:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.265	Dental Equipment Technician	31	G	<i>10.265</i>	<i>Dental Equipment Technician</i>	<i>31</i>	<i>G</i>

EXPLANATION OF CHANGE

In consultation with the Subject Matter Expert (SME) from the University of Nevada, Las Vegas, Human Resource Management conducted a class specification maintenance review for Dental Equipment Technician class. It was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations and no changes were necessary. However, the statement "as described above" was added to the equivalent combination of education and experience in order to maintain consistency with other class specification formatting.

Under limited supervision, Dental Equipment Technicians install, repair and maintain a variety of electronic, hydraulic, mechanical and pneumatic equipment in support of dental educational and patient care programs. Incumbents assemble and install new and replacement parts and equipment in accordance with manufacturers' technical manuals and guidelines; diagnose equipment malfunctioning and repair dental chairs, foot controls, hand pieces, casting machines, laboratory ovens, ultrasonic cleaners and sterilizers, operator lights and other items; and determine if equipment can be repaired or needs replacement. They also service dental equipment according to preventive maintenance schedules and manufacturer's recommendations; respond to emergency breakdowns and requests for service as required; and operate a wide variety of hand and power tools and test equipment used on electrical, hydraulic and pneumatic dental equipment. Additionally, they maintain an adequate inventory of common repair parts and materials.

Note: Changes, additions and/or deletions on the class specification are noted in red.



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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DENTAL EQUIPMENT TECHNICIAN	31	G	10.265

Under limited supervision, Dental Equipment Technicians install, repair and maintain a variety of electronic, hydraulic, mechanical and pneumatic equipment in support of dental educational and patient care programs.

Assemble and install new and replacement parts and equipment in accordance with manufacturers' technical manuals and guidelines; test and calibrate dental equipment to ensure optimum functioning; explain and demonstrate proper operation of equipment to personnel.

Diagnose equipment malfunctioning and repair dental chairs, foot controls, hand pieces, casting machines, laboratory ovens, ultrasonic cleaners and sterilizers, operator lights and other items; select appropriate methods, materials and techniques to restore proper operation; repair or replace worn or defective parts.

Determine if equipment can be repaired or needs replacement; contact vendors and locate parts; develop cost estimates and send equipment to external repair facilities as required.

Service dental equipment according to preventive maintenance schedules and manufacturer's recommendations; clean, adjust and lubricate parts; change filters; test and recalibrate equipment to acceptable performance levels.

Respond to emergency breakdowns and requests for service as required.

Operate a wide variety of hand and power tools and test equipment used on electrical, hydraulic and pneumatic dental equipment.

Maintain an adequate inventory of common repair parts and materials; order items and replenish stock according to established purchasing procedures; maintain inventory and related records.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in the maintenance and repair of dental equipment; **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: hydraulic equipment, x-ray test equipment, mechanical tools, and voltmeters; operation, maintenance and repair of a variety of dental equipment; health and safety regulations applicable to a dental laboratory and patient care; standard dental office or dental school practices and procedures; proper use and care of hand and power tools used to repair and maintain dental equipment. **Ability to:** install and service dental laboratory equipment; inspect and test malfunctioning dental and related equipment following manufacturers' specifications using test and analysis instruments; maintain, repair and fabricate dental equipment parts; operate ohmmeters, voltmeters, various electronic testing equipment, and x-ray test equipment; design and work out operating details of dental equipment; move heavy dental equipment; read and

MINIMUM QUALIFICATIONS (cont'd)

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

interpret complex mechanical and electrical layouts from diagrams or schematics; read and understand technical repair manuals, maintenance specifications, and service agreements; apply sterile techniques and infection control procedures as needed; maintain records of equipment maintenance or service such as cleaning, lubrication and adjustment; disassemble malfunctioning equipment and remove, repair and replace defective parts; explain and demonstrate correct operation and preventive maintenance of dental equipment to personnel.

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

Detailed knowledge of: standard dental school/dental office practices and procedures. **Ability to:** establish and maintain effective working relationships with students, employees, and other agencies; use independent judgment in determining the appropriate method or course of action to take in repairing and maintaining dental equipment.

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.

10.265

ESTABLISHED: 5/28/04UC
REVISED: 6/10/16PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-C-3-a:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.340	Consumer Services Coordinator	29	E	<i>10.340</i>	<i>Consumer Services Coordinator</i>	<i>29</i>	<i>E</i>

EXPLANATION OF CHANGE

In conjunction with the Biennial Class Specification Maintenance Review project and in consultation with the Subject Matter Expert (SME) from the Division of Public and Behavioral Health, Human Resource Management conducted review for the Consumer Services Coordinator class. Revisions were made to the concept to reflect changes to titles and division names. Additionally, revisions were made to update duty statements. A Special Requirement was added to require that an incumbent be a Peer Supporter at the time of appointment (a Peer supporter a qualified individual who is currently, or was previously diagnosed, with a mental and/or behavioral health disorder and who possesses the skills and abilities to work collaboratively with and under the clinical and direct supervision of a QMHP). Also, Human Resource Management recommends the addition of an Information Note to reflect that an incumbent must have the ability to meet the qualifications of a Qualified Behavioral Aide as outlined in the Medicaid Services Manual. In addition, minor modifications to the education and experience as well as the knowledge, skills and abilities were made to account for consistencies in formatting structure and to recognize the type knowledge, skills and abilities required to perform the duties of the position.

Under supervision of a designated Qualified Mental Health Professional (QMHP), the incumbent plans, organizes and coordinates the consumer services/peer support program for the Division of Public and Behavioral Health or provides division-wide support; supervises Consumer Services Assistants working in various locations and facilities. Incumbents monitor program operations through on-site visits and review of records and reports; ensure the delivery of services are based on compliance with Medicaid regulations; participate in statewide service delivery planning, development and implementation to ensure client needs are met, and policy development to ensure representation of consumer; and supervise Consumer Services Assistants. They also assist in the budget development for the consumer services program and participate as a member of the division training committee and as a member of the division performance improvement team. Incumbents also review written consumer satisfaction surveys for clarity to consumers and to eliminate cultural/ethnic bias.

Note: Changes, additions and/or deletions on the class specification are noted in red.



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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CONSUMER SERVICES COORDINATOR	29	E	10.340

Under supervision of a ~~[Clinical Program Planner-III]~~ *designated Qualified Mental Health Professional (QMHP)*, the incumbent plans, organizes and coordinates the consumer services/*peer support* program for the Division of ~~[Mental Health and Developmental Services]~~ *Public and Behavioral Health* in the Department of Health and Human Services *or provides division-wide support*; supervises Consumer Services Assistants working in various locations and facilities; develops, implements, presents and evaluates consumer services training programs; and researches and recommends methods to effectively involve consumers in agency operations and service delivery systems.

Monitor program operations through on-site visits and review of records and reports; *provide direct peer support services*; gather and document input from program personnel and other interested parties; identify consumer issues and concerns; consult with division and facility supervisors to develop plans to resolve issues; prepare statistical and narrative reports and recommendations for management. *Ensures the delivery of services are based on compliance with Medicaid regulations.*

Participate in statewide service delivery planning, development and implementation to ensure client needs are met, *and policy development to ensure representation of consumer*; represent the consumer services program in management meetings to provide feedback on proposed changes; advocate for and represent the mental health consumer/client perspective to management and the community for the purpose of improving understanding and services.

Supervise Consumer Services Assistants; participate in selection interviews and recommend hiring; review and approve work performance standards; provide ongoing performance coaching *and mentoring*; prepare/conduct performance evaluations in conjunction with professional staff at the employee's assigned facility; evaluate subordinate training requirements and prepare training materials; conduct or schedule required training; recommend and take corrective action as needed.

Assist in the budget development for the consumer services program; track and review expenditures to ensure compliance with budgetary limits.

Participate as a member of the division training committee; evaluate division training needs related to consumer services issues; prepare training materials; may provide group or individual training to professionals and community groups on the role of consumers in mental health service delivery.

Participate as a member of the division performance improvement team; review written consumer satisfaction surveys for clarity to consumers and to eliminate cultural/ethnic bias; compile and present Consumer Services Assistants' input regarding surveys; recommend service improvements based on survey findings.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * *Incumbent is required to meet criteria as a Peer Supporter at the time of appointment.*

INFORMATIONAL NOTES:

- * Sixty semester credits from an accredited college or university that included coursework in psychology, sociology, human development or business may be substituted for one year of administrative experience.
- * Transcripts are required with application if college coursework is to substitute for experience.
- * *Incumbent must have the ability to meet the qualifications of a Qualified Behavioral Aide as outlined in the Medicaid Services Manual (MSM).*

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience, two years of which included performing or assisting in planning, coordinating or administering a program; composing business correspondence, reports, recommendations and presentations; presenting information and recommendations to individuals or groups; participating as a team or committee member; and using a computer to enter and retrieve data and prepare correspondence and reports. One year of the required experience must have been working in a **[mental] behavioral** health consumer advocacy program providing peer support and assistance; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirement and Informational Notes*)

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

Working knowledge of: living with and managing a **[mental] behavioral health disorder/illness**; self-help skills required for management of mental illness ~~[such as taking responsibility for actions,]~~ following a treatment plan and self-recognition of symptoms related to illness; techniques used to assist clients in developing independent living skills such as role modeling, coaching and prompting; mental health consumer movement; national mental health advocacy efforts and groups; English grammar, punctuation, sentence structure and vocabulary sufficient to compose business correspondence, reports, training materials, recommendations and presentations; word processing sufficient to prepare business correspondence and reports. **General knowledge of:** basic principles of supervision and training; mental health services available in Nevada; types of mental illness; federal and State regulations related to mental health client rights; client rights, confidentiality, abuse and neglect issues; impact of mental illness on family and the community; team leadership and group dynamics. **Ability to:** present information and recommendations to individuals and groups; communicate effectively both orally and in writing; investigate issues requiring the review and consideration of relevant data, patterns and concerns; organize, coordinate and oversee the work others; participate as a team or committee member; establish rapport with consumers of mental health social services with varied social and cultural backgrounds; listen and respond appropriately during conflict or crisis situations; maintain patient confidentiality; make basic mathematical computations; use a personal computer to enter and retrieve data. **Skill in:** preparing documents using computer word processing software.

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

Working knowledge of: principles of supervision and training; use of a personal computer including spreadsheet software and the Internet; mental health services available in Nevada; federal and State regulations related to mental health client rights; division and agency policies and procedures to include client rights, confidentiality, abuse and neglect; impact of mental illness on family and the community; team leadership and group dynamics. **General knowledge of:** State regulations related to personnel administration. **Ability to:** develop computer generated reports; organize, develop and make formal presentations; make recommendations based on investigation and consideration of relevant data, patterns and concerns; compose clear, concise correspondence, training materials, narrative summaries, reports, proposals and recommendations.

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.

10.340

ESTABLISHED: 5/6/02UC
REVISED: 7/1/05LG
REVISED: **6/10/16PC**

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-C-4-a:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.500	Deputy Administrator, Health	44	A		<i>ABOLISHED</i>		

EXPLANATION OF CHANGE

The merging of the Health Division with Mental Health Services functions of the Mental Health and Developmental Services Division resulted in the creation of the Division of Public and Behavioral Health. With this change, there is no longer a need for maintaining the Deputy Administrator, Health classification. Human Resource Management recommends this classification be abolished.

The Department of Health and Human Services supports abolishing this class specification.

Note: Changes, additions and/or deletions on the class specification are noted in red.



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>
<u>DEPUTY ADMINISTRATOR, HEALTH</u>	<u>44</u>	<u>A</u>	<u>10.500</u>
<p>Under administrative direction of the Health Division Administrator, the Deputy Administrator, Health, has direct responsibility for the fiscal, personnel and information technology functions and provides administrative oversight and coordination of statewide programs and bureaus including Community Health, Early Intervention Services, Family Health, Health Planning and Statistics, Health Protection Services, Alcohol and Drug Abuse, Licensure and Certification, Epidemiology, and Public Health Preparedness. Ensure the development, implementation and documentation of the division's strategic plan; and act on behalf of the Division Administrator in matters related to division operations, activities and personnel as directed by the Administrator.</p> <p>Provide administrative direction and supervise staff which may include positions of the same grade level; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; evaluate the performance of subordinate supervisors and professional, technical and support staff; counsel and discipline staff as appropriate; review and authorize personnel actions as required.</p> <p>Plan and direct the division's management team and strategic planning process and evaluate results for consistency with department and division missions; collaborate with other State division and department managers, and federal, county and local representatives to establish program goals, objectives, priorities and necessary funding; formulate and propose suggested revisions and improvements in programs, services and products; plan, direct and evaluate operational requirements including allocation of staff, financial resources, and organizational structure.</p> <p>Plan, organize and provide for statewide coordination of county and local health jurisdictions; assist in the development and implementation of programs; establish performance measures, policy and procedures for each program area; identify areas of public health need and initiate appropriate action within resource constraints.</p> <p>Evaluate organizational performance in meeting program and operational objectives; identify and direct various units in taking necessary steps toward continuous improvement of services and products for the public; provide narrative, statistical and oral reports on program and operational progress to the division administrator, department director, State Board of Health, local boards of health, State legislators and other interested parties; evaluate effectiveness of programs in relation to established performance measures.</p> <p>Develop and monitor the biennial and annual budgets for the division; provide oversight and coordination in development and maintenance of bureau and program budgets and contracts; monitor federal funding levels, fee collections, and related expenditure limits, and ensure compliance with all applicable regulations and grant requirements.</p> <p>Manage development of proposed legislation and regulatory initiatives related to public health issues; draft agency proposed legislation and prepare fiscal notes; research and analyze legislative proposals from outside entities and prepare responses; draft regulatory text and position statements and provide testimony to the legislature; conduct public workshops and hearings.</p> <p>Ensure compliance with local, State and federal laws, regulations and requirements related to public health; evaluate the impact of proposed legislation; formulate and implement policies, procedures and regulations in response to new statutory requirements; ensure the preparation and maintenance of mandated records and reports.</p> <p>Conduct special analyses and write comprehensive reports and recommendations; develop and modify policy in</p>			

response to legal mandates; serve on committees and attend a variety of meetings to represent the agency's interests in local, regional and national forums.

Perform the duties of the division administrator upon request.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public health, public administration, human services, social science or related field and seven years of increasingly responsible experience in managing public service programs related to public health, social services and/or health care. Three years of the required management experience must have been in a comprehensive public health organization and must have included responsibility for diverse multiple program areas, a large and diverse professional staff, complex funding sources and budgets, policy development and implementation, strategic planning and program evaluation; OR an equivalent combination of education and experience.

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

Detailed knowledge of: principles, practices and methods of public administration including management and supervision, budgeting and fiscal management, personnel administration, and policy development and implementation. **Working knowledge of:** strategic and program planning principles and practices; legislative practices and processes. **General knowledge of:** budgetary and program evaluation methods; rate development methodologies, cost analysis, fundamental statistical analysis methods; automated systems development and analysis; federal, State, county and municipal laws, regulations and policies governing public health programs such as Medicaid, Medicare, Maternal and Child Health, WIC, chronic and communicable disease surveillance, treatment and prevention, consumer health protection, medical and health care facility regulation, mental health and substance abuse programs, preventive health programs and other programs which impact public health such

as domestic violence, child and elder protective services, school health care, and health care and conditions for correctional health. **Ability to:** plan, organize, direct and manage comprehensive programs related to public health; direct staff to meet agency goals and objectives; present, educate and advocate for public health programs and policies with a broad variety of interest groups; read and interpret statutes, legislative histories, regulations, and program and fiscal audits and scientific studies and reports regarding public health; evaluate the work performance of personnel and take appropriate personnel actions as required; prioritize work efforts and assignments and allocate staff and resources effectively; establish and maintain effective working relationships with employees, supervisors, other federal, State, county and local agencies and the public; mediate between contending parties or groups; review and assess program functions and outcomes; analyze agency fiscal reports, reach sound conclusions and take appropriate action.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Detailed knowledge of:** State personnel, budget and purchasing rules and regulations; legislative process and its relationship to divisional operations; goals, programs, and objectives of the division in relation to the Department of Health and Human Services. **Working knowledge of:** division programs and activities and their impact on the public health of the State's population; federal, State, county and local laws, regulations and policies regulating the programs such as Medicaid, Medicare, Maternal and Child Health, WIC, Chronic and Communicable Disease surveillance, treatment and prevention, Consumer Health Protection, Medical and Health Care Facility regulation, Mental Health and Substance Abuse Programs, Preventive Health Programs and other programs which impact public health such as domestic violence, child and elder protective services, school health care, health care and conditions for prisoners in jails/correctional facilities; public health programs administered at the federal level and their relationship to State programs; budgetary and program evaluation methods. **Ability to:** prepare and defend division programs and budgets.

~~This class specification is used for classification, recruitment and examination purposes. considered a substitute for work performance standards for positions assigned to this class. It is not to be~~

~~10.500~~

~~ESTABLISHED: 7/28/99R~~

~~12/10/99UC~~

~~REVISED: 10/1/04PC~~

~~REVISED: 7/1/05LGJ~~

~~ABOLISHED: 6/10/16PC~~

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-C-5-a:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.707	Chemist V	38	A	<i>10.707</i>	<i>Chemist V</i>	<i>38</i>	<i>A</i>
10.708	Chemist IV	36	B	<i>10.708</i>	<i>Chemist IV</i>	<i>36</i>	<i>B</i>
10.712	Chemist III	34	B	<i>10.712</i>	<i>Chemist III</i>	<i>34</i>	<i>B</i>
10.713	Chemist II	32	B	<i>10.713</i>	<i>Chemist II</i>	<i>32</i>	<i>B</i>
10.724	Chemist I	30	B	<i>10.724</i>	<i>Chemist I</i>	<i>30</i>	<i>B</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Chemist series. In consultation with Subject Matter Experts from the Department of Transportation, Department of Agriculture and recruitment experts from Human Resource Management, minor changes were made to the series concept to account for changes in verbiage used and duties performed; however, these modifications required no changes to the minimum qualifications.

Human Resource Management also recommends changes to the knowledge, skills and abilities to reflect what is required in order to perform duties outlined. Additionally, minor revisions were made to the education and experience, and full-performance knowledge, skills and abilities to maintain formatting consistency.

Chemists analyze air, water, tissue, milk, petroleum products, antifreeze, soil, cement, paint, construction materials, pesticide residue and other samples; operate sophisticated laboratory instrumentation; identify and document sample contents and contaminants; provide testimony to State boards, lawmakers and industry; and maintain records of results. Incumbents analyze water samples from drinking, surface, and industrial waste water, and sewer treatment plant sources in accordance with Environmental Protection Agency (EPA) approved procedures; analyze air, sediment, sludge, blood and tissue samples according to established EPA procedures and standard laboratory methods; conduct chemical testing of State highway construction materials such as paint, cement and water and analyze construction materials and samples; maintain records of results. They also evaluate, maintain, update and write specifications for new and existing construction materials, products, equipment and specifications for special provisions, standard plans, and invitations to bid; provide testimony to State boards, lawmakers, and industry representatives as requested; evaluate and maintain new and existing technology, methodology, literature and analyses for possible incorporation into laboratory procedures and protocols; analyze motor fuels (including diesel, gasoline, alternative fuels and jet fuels) and motor oil samples for physical characteristics and air quality impact; and determine compliance of antifreeze samples to specifications set forth by ASTM International; analyze ground water, surface water, vegetation, soil and tissue for pesticide residues by various extraction techniques. Additionally, incumbents

analyze water samples for gross alpha and gross beta; analyze pesticide samples according to EPA guidelines; analyze fertilizer samples for nitrogen, phosphorus, potassium and other nutrients and non-nutrients; maintain sample integrity and chain of custody; and identify and request laboratory equipment and instrumentation.

10.707 – Chemist V, Grade 38: Under administrative direction, Chemist V's plan, organize, coordinate and oversee the overall operation of a laboratory(ies) in which water, soil, petroleum products, pesticides, highway construction materials and other materials are tested for chemical composition, contamination and/or compliance with State and federal regulations and standards. Train, supervise and evaluate the performance of professional chemists, laboratory technicians and assistants; develop work performance standards; schedule and assign work and determine priorities; provide technical expertise as requested by subordinate staff. Establish and revise laboratory policies and procedures; develop and maintain appropriate quality control and quality assurance procedures; ensure compliance with current safety requirements including the proper handling, storage, use and disposal of hazardous materials; coordinate laboratory activities with other State and federal agencies and entities. Participate in long-range planning and budgeting processes; project personnel and equipment needs; develop and monitor the laboratory budget; order equipment, supplies and materials; maintain current knowledge of technological advancements in chemical analysis, computer applications and specialized instrumentation. May direct the registration of pesticides, fertilizers and petroleum products, ensuring compliance with applicable federal and State laws and regulations; issue special need registrations and crisis exemptions; oversee the collection of fees and the licensing of restricted pesticide dealers in the State.

10.708 – Chemist IV, Grade 36: Under general direction, positions allocated to this class either:

(1) Report to a supervisor who is not a chemist and work independently in providing chemical analysis of various materials in support of agency programs and activities; oversee and coordinate activities in the assigned laboratory including analytical equipment and instrumentation; order supplies and equipment; and implement quality assurance procedures; or

(2) Report to a Chemist V and perform the full range of duties described in the series concept. In addition, Chemist IV's supervise lower level professional chemists including responsibility for training, evaluating performance, assigning and reviewing work, and counseling and discipline. Incumbents at this level may also be assigned to participate in budget preparation and monitoring, requesting equipment and supplies, and recommending the purchase of new equipment and instrumentation, but the Chemist V has the final decision-making authority.

10.712 – Chemist III, Grade 34: Under general supervision, incumbents perform a broad range of duties outlined in the series concept in an assigned laboratory. This is the journey level for the series.

10.713 – Chemist II, Grade 32: Under supervision, incumbents continue to receive training and gain experience in performing duties outlined in the series concept. This is the advanced trainee level for the series.

10.724 – Chemist I, Grade 30: Under immediate supervision, incumbents receive training in performing duties outlined in the series concept. This is the trainee level for the series.

Throughout the process, management and staff within the division participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in red.



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>
CHEMIST V	38	A	10.707
CHEMIST IV	36	B	10.708
CHEMIST III	34	B	10.712
CHEMIST II	32	B	10.713
CHEMIST I	30	B	10.724

SERIES CONCEPT

Chemists analyze air, water, tissue, milk, petroleum *products, antifreeze*, soil, cement, paint, construction materials, pesticide residue and other samples; operate sophisticated laboratory instrumentation; identify and document sample contents and contaminants; provide testimony to State boards, lawmakers and industry; and maintain records of results.

Analyze water samples from drinking, surface, and industrial waste water, and sewer treatment plant sources in accordance with Environmental Protection Agency (EPA) approved procedures; identify the presence and concentration of nitrate, nitrite, fluoride, ammonia, kjeldahl nitrogen, and total phosphorus using titrametric, colorimetric or specific ion electrode techniques; and analyze presence of metals using flame atomic absorption, graphite furnace atomic absorption, and inductively coupled plasma-mass spectrometer.

Analyze air, sediment, sludge, blood and tissue samples according to established EPA procedures and standard laboratory methods.

Conduct chemical testing of State highway construction materials such as paint, cement and water; ensure chemical and physical properties of construction materials are appropriate for projects, and in compliance with State specifications; assist engineers in solving construction problems related to chemical and physical properties of materials.

Analyze construction materials and samples; maintain records of results; determine and document sample contents and contaminants; evaluate new and existing materials for compliance to federal, State and local regulations and specifications.

Evaluate, maintain, update and write specifications for new and existing construction materials, products, equipment and specifications for special provisions, standard plans, and invitations to bid.

Provide testimony to State boards, lawmakers, and industry representatives as requested; assist field offices, other governmental agencies and private entities in resolving conflicts and problems in sample testing.

Evaluate and maintain new and existing technology, methodology, literature and analyses for possible incorporation into laboratory procedures and protocols.

Analyze ~~[diesel, gasoline]~~ *motor fuels (including diesel, gasoline, alternative fuels and jet fuels)* and motor oil samples for physical characteristics and air quality impact according to *standards set forth by the American Society for Testing and Materials (ASTM International), the American Petroleum Institute (API) and the Society of Automotive Engineers (SAE)* using gas chromatography, x-ray, near infrared spectroscopy and other techniques; and determine compliance with labeling and the specifications adopted by law.

Determine compliance of antifreeze samples to specifications *set forth by ASTM International; measure specific gravity and check pH balance, boiling point and temperature tolerances to test for foaming tendencies.*

CHEMIST V	38	A	10.707
CHEMIST IV	36	B	10.708
CHEMIST III	34	B	10.712
CHEMIST II	32	B	10.713
CHEMIST I	30	B	10.724

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SERIES CONCEPT (cont'd)

Analyze ground water, surface water, vegetation, soil and tissue for pesticide residues by *various* extraction *techniques. {derivatization-and}* Use *appropriate* gas and liquid chromatography instruments with various selective detection systems including mass spectrometry. *{;-and-confirm}* Identify the presence and *calculate* concentration of herbicides and pesticides.

Analyze water samples for gross alpha and gross beta and additional radiochemistry as needed.

Analyze pesticide samples according to EPA guidelines; review product label; identify active ingredients, known problem areas, and possible contaminants; research current literature for available analytical methodology; select appropriate method for determining the presence and concentration of the sample's components; utilize extraction and column chromatography; and modify procedures to meet the specific needs of the analysis.

Analyze fertilizer samples for nitrogen, phosphorus, potassium and *{minor}* other nutrients *and non-nutrients* using appropriate analytical methods.

Maintain sample integrity and chain of custody; inspect samples for leakage; complete lab data calculations and worksheets; record processes and results; prepare and submit analytical report; enter findings into computer and maintain quality assurance.

Identify and request laboratory equipment and instrumentation; maintain and perform minor repairs by following manufacturers' instructions and schedules; ensure proper operation of equipment; recommend major repairs and services; request supplies, chemicals, and equipment; utilize updated computer programs to accommodate standards and new methodology.

Perform related duties as assigned.

CLASS CONCEPTS

Chemist V: Under administrative direction, Chemist V's plan, organize, coordinate and oversee the overall operation of a laboratory(ies) in which water, soil, petroleum products, pesticides, highway construction materials and other materials are tested for chemical composition, contamination and/or compliance with State and federal regulations and standards.

Train, supervise and evaluate the performance of professional chemists, laboratory technicians and assistants; develop work performance standards; schedule and assign work and determine priorities; provide technical expertise as requested by subordinate staff.

Establish and revise laboratory policies and procedures; develop and maintain appropriate quality control and quality assurance procedures; ensure compliance with current safety requirements including the proper handling, storage, use and disposal of hazardous materials; coordinate laboratory activities with other State and federal agencies and entities.

Participate in long-range planning and budgeting processes; project personnel and equipment needs; develop and monitor the laboratory budget; order equipment, supplies and materials; maintain current knowledge of technological advancements in chemical analysis, computer applications and specialized instrumentation.

CHEMIST V	38	A	10.707
CHEMIST IV	36	B	10.708
CHEMIST III	34	B	10.712
CHEMIST II	32	B	10.713
CHEMIST I	30	B	10.724

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CLASS CONCEPTS (cont'd)

Chemist V (cont'd)

May direct the registration of pesticides, fertilizers and petroleum products, ensuring compliance with applicable federal and State laws and regulations; issue special need registrations and crisis exemptions; oversee the collection of fees and the licensing of restricted pesticide dealers in the State.

Chemist IV: Under general direction, positions allocated to this class either:

- (1) Report to a supervisor who is not a chemist and work independently in providing chemical analysis of various materials in support of agency programs and activities; oversee and coordinate activities in the assigned laboratory including analytical equipment and instrumentation; order supplies and equipment; and implement quality assurance procedures; or
- (2) Report to a Chemist V and perform the full range of duties described in the series concept. In addition, Chemist IV's supervise lower level professional chemists including responsibility for training, evaluating performance, assigning and reviewing work, and counseling and discipline. Incumbents at this level may also be assigned to participate in budget preparation and monitoring, requesting equipment and supplies, and recommending the purchase of new equipment and instrumentation, but the Chemist V has the final decision-making authority.

Chemist III: Under general supervision, incumbents perform a broad range of duties outlined in the series concept in an assigned laboratory. This is the journey level for the series.

Chemist II: Under supervision, incumbents continue to receive training and gain experience in performing duties outlined in the series concept. This is the advanced trainee level for the series.

Chemist I: Under immediate supervision, incumbents receive training in performing duties outlined in the series concept. This is the trainee level for the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

CHEMIST V

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in chemistry or closely related field and five years of progressively responsible professional experience as a chemist in a laboratory setting; OR one year as a Chemist IV in Nevada State service; OR an equivalent combination of education and experience as described above. (*See Special Requirement*)

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

Detailed knowledge of: various scientific literature related to a specified field of chemistry; and laboratory equipment used for analyses; *relevant federal and State rules and regulations. Working knowledge of: agency rules, regulations, policies and procedures. Ability to: determine methodology to be applied and equipment to be utilized in conducting various tests and analysis; analyze a variety of materials to determine chemical content and composition; and perform complex chemical analysis without technical supervision;* plan, organize and oversee laboratory operations; prepare and monitor budgets; oversee the work of professional, technical and support personnel; read and interpret scientific literature and reports; evaluate and determine equipment, materials, and supplies needed in a laboratory; supervise, evaluate,

CHEMIST V	38	A	10.707
CHEMIST IV	36	B	10.708
CHEMIST III	34	B	10.712
CHEMIST II	32	B	10.713
CHEMIST I	30	B	10.724

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MINIMUM QUALIFICATIONS (cont'd)

CHEMIST V (cont'd)

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

counsel and discipline subordinate staff; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: pertinent federal and State rules and regulations; providers of chemistry equipment and supplies; supervisory techniques and practices; and State purchasing policies and procedures.

CHEMIST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in chemistry or closely related field and four years of professional experience as a chemist in a laboratory setting; OR two years as a Chemist III in Nevada State service; OR an equivalent combination of education and experience as described above. *(See Special Requirement)*

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

Detailed knowledge of: analytical computer systems and applications used in a laboratory setting; organic or inorganic chemistry including quantitative and qualitative methods of analysis; safety precautions; laboratory equipment used for analysis. *Working knowledge of: agency rules and regulations, policies and procedures related to laboratory practices. General knowledge of: relevant federal and State laws and regulations. Ability to: work independently in completing chemical analysis; write technical and scientific reports; initiate and develop testing policies and procedures; read and interpret scientific literature and reports; abstract and summarize technical procedures and complex data; and all knowledge, skills and abilities required at the lower levels.*

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

~~**[Detailed knowledge of: relevant federal and State rules and regulations. Working knowledge of: agency rules, regulations, policies and procedures. Ability to: determine methodology to be applied and equipment to be utilized in conducting various tests and analysis; analyze a variety of materials to determine chemical content and composition; and perform complex chemical analysis without technical supervision.]**~~
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Chemist V.)

CHEMIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in chemistry or closely related field and two years of professional experience as a chemist in a laboratory setting; OR one year as a Chemist II in Nevada State service; OR an equivalent combination of education and experience as described above. *(See Special Requirement)*

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

Working knowledge of: organic or inorganic chemistry including qualitative and quantitative methods of analysis; laboratory equipment used for analysis; health and safety precautions applicable to working with volatile chemicals and other hazardous materials; computer hardware and software used in a chemistry laboratory. **Ability to:** compare analytical results with reference standards and form logical conclusions; systematically arrange information, test results, data, and reports into appropriate categories; determine laboratory instruments' reliability and make necessary adjustments; analyze information, methods and procedures in order to determine the best method for analysis; perform several different procedures simultaneously using a variety of equipment; *and all knowledge, skills and abilities required at the lower levels.*

CHEMISTeV	38	A	10.707
CHEMISTdV	36	B	10.708
CHEMIST III	34	B	10.712
CHEMIST II	32	B	10.713
CHEMISTd	30	B	10.724

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MINIMUM QUALIFICATIONS (cont'd)

CHEMIST III (cont'd)

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

~~[Working knowledge of: agency rules and regulations, policies and procedures related to laboratory practices. General knowledge of: relevant federal and State laws and regulations. Ability to: work independently in completing chemical analysis.] (These are identical to the Entry Level Knowledge, Skills and Abilities required for Chemist IV.)~~

CHEMIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in chemistry or closely related field and one year of professional experience as a chemist in a laboratory setting; OR one year of experience as a Chemist I in Nevada State service; OR an equivalent combination of education and experience as described above. (See *Special Requirement*)

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

General knowledge of: organic or inorganic chemistry including qualitative and quantitative methods of analysis; health and safety precautions applicable to working with volatile chemicals and other hazardous materials; laboratory equipment used in analysis of water, gas, oil and other samples. **Skill in:** performing standard laboratory techniques and procedures; *and 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 **required** for Chemist III.)

CHEMIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in chemistry or closely related field; OR an equivalent combination of education and experience.

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

Basic knowledge of: organic or inorganic chemistry including qualitative and quantitative methods of analysis; health and safety precautions applicable to working with volatile chemicals and other hazardous materials; and laboratory equipment used in analysis of water, gas, oil and other samples. **Ability to:** read and understand technical laboratory literature; accurately measure, record and report scientific data; establish and maintain effective and cooperative working relationships with others; and perform testing procedures using modern laboratory equipment and techniques. **Skill in:** performing basic laboratory techniques and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities **required** for Chemist 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>10.707</u>	<u>10.708</u>	<u>10.712</u>	<u>10.713</u>	<u>10.724</u>
ESTABLISHED:	7/1/99P 12/18/98PC	10/25/74	9/1/64	1/1/61	1/1/62
REVISED:			10/25/74	10/25/74	10/25/74

CHEMIST V	38	A	10.707
CHEMIST IV	36	B	10.708
CHEMIST III	34	B	10.712
CHEMIST II	32	B	10.713
CHEMIST I	30	B	10.724
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REVISED:	7/1/87-12P 7/18/86P	7/1/87-12P 7/18/86PC	7/1/87-12P 7/18/86PC	7/1/87-12P 7/18/86PC
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REVISED:	7/1/99P 12/17/98PC	7/1/99P 12/17/98PC	7/1/99P 12/17/98PC	7/1/99P 12/17/98PC
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REVISED:	4/11/14PC	4/11/14PC	4/11/14PC	4/11/14PC	4/11/14PC
REVISED:	6/10/16PC	6/10/16PC	6/10/16PC	6/10/16PC	6/10/16PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-D-1-a:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.144	ESD Program Chief	40	A	<i>12.144</i>	<i>ESD Program Chief</i>	<i>40</i>	<i>A</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the ESD Program Chief series. In consultation with management and agency Human Resource staff at the Department of Employment, Training and Rehabilitation and it was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations and no changes were necessary. However, the statement "as described above" was added to the equivalent combination of education and experience in order to maintain consistency with formatting structure.

ESD Program Chiefs perform administrative, supervisory, and managerial work in the administration of a major Employment Security Division (ESD) program and manage the Unemployment Insurance Support Services or Workforce Investment Support Services section. Incumbents establish and monitor the accomplishment of program goals and objectives; direct the development and support implementation of State plans, policies and procedures as well as support and monitoring systems to ensure programs are administered in compliance with federal and State laws, regulations, and procedures. ESD Program Chiefs function primarily in a staff capacity and typically have limited, if any, authority for the direct delivery of program services.

Note: Changes, additions and/or deletions on the class specification are noted in red.



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>
ESD PROGRAM CHIEF	40	A	12.144

ESD Program Chiefs perform administrative, supervisory, and managerial work in the administration of a major Employment Security Division (ESD) program and manage the Unemployment Insurance Support Services or Workforce Investment Support Services section. Incumbents establish and monitor the accomplishment of program goals and objectives; direct the development and support implementation of State plans, policies and procedures as well as support and monitoring systems to ensure programs are administered in compliance with federal and State laws, regulations, and procedures. ESD Program Chiefs function primarily in a staff capacity and typically have limited, if any, authority for the direct delivery of program services.

Establish, implement and monitor the accomplishment of section and program goals and objectives; analyze economic and demographic trends and statistical data; determine the availability of resources; consult with management regarding department and division goals and objectives; coordinate resources and activities with other program managers; establish meaningful performance indicators and attainable goals and objectives for the section; lead conferences and discussions for joint planning of staff activities; monitor staff activities to determine the impact and effectiveness of completed projects and ongoing assignments and plan for future changes or activities.

Direct the development of State plans, policies, procedures, and support systems for an assigned program; respond to inquiries and requests for assistance in the implementation of policy, procedures, and system changes; review and interpret federal and State laws and regulations; determine the financial and operational impact to program areas; analyze changes required to computer and accounting systems and establish priorities for system work requests; oversee the development of new or revised policies and procedures and secure administrative approval; oversee the development and presentation of training; render decisions on exceptional cases or unusual operational issues; monitor program quality and compliance through review of management reports and results of on-site reviews.

Participate in the development of program and budget plans and monitor approved budgets; develop cost estimates and justification for new or expanded programs, purchase of equipment, and additional personnel; provide recommendations to management for incorporation into the division budget; draft requests for budget augmentation; recommend alternatives for program operations in shortfall situations.

Supervise managers, professional personnel and support staff as assigned; interview applicants and recommend selection of personnel; delegate authority and responsibility to staff; develop work performance standards and complete performance evaluations; provide counseling and guidance; ensure appropriate training is provided; initiate or recommend disciplinary action as appropriate.

Make oral presentations to department staff, organizations, employers, department staff and the public to provide information and explain program activities, policies and procedures; represent the division on various boards and at meetings in the community as requested.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration or other relevant field and four years of progressively responsible professional and supervisory experience which included managing diverse programs; supervising subordinate professional staff providing a variety of program support or services; interpreting and applying technical and legal documents and complex rules, regulations, policies and federal guidelines; analyzing complex information, problems and circumstances and developing solutions and effective courses of action; applying quality control techniques and methods to develop and direct program policy and procedure reviews; coordinating the development or implementation of new services and procedures; and establishing and maintaining working relationships with agency management, government officials and professionals in the community to improve or expand services; 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: principles and practices of management and supervision; program and data analysis methods and techniques used to develop recommendations and managerial reports; principles, theories, techniques and trends in public administration including budgeting, financial management, employee relations and governmental programs; quality control techniques and methods to develop and direct program policy and procedure reviews; a variety of training methods and techniques. **Ability to:** motivate staff into effective action; respond appropriately to difficult questions from staff, upper management, legislators, and the general public; write concise, logical and grammatically correct analytical reports, correspondence, and program documents; establish work priorities; coordinate the work of several diverse work units by determining the time, place and sequence of action to be taken; review subordinate determinations and decisions and recommend appropriate action; project workload and appropriate necessary staff and equipment; conduct meetings and maintain an organized flow and exchange of information; develop and coordinate the implementation of work processes and procedures; modify and adapt operational designs, procedures or methods to optimize efficiency. **Skill in:** making oral group presentations to provide information or explain policies and procedures; reading, interpreting and applying difficult, technical documents, complex federal guidelines and legal documents for new and revised policies and procedures; establishing and maintaining effective and cooperative working relationships with staff, representatives from other agencies, government officials, employers and professionals in the community; mediating between contending parties; negotiating, exchanging ideas, information and opinions with others to arrive jointly at decisions, conclusions or solutions; managing space, equipment and material resources and developing justifications for acquisitions; interacting with complainants in a diplomatic, tactful and discreet manner.

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

Detailed knowledge of: department, division and section goals, systems, programs, and policies related to assigned programs; program terminology and acceptable program practices. **Working knowledge of:** federal and State laws and regulations governing programs administered by the ESD; goals, objectives and federal guidelines for workforce investment and unemployment insurance benefit programs; State and agency administrative regulations regarding budget maintenance, purchasing and supervision; computer capabilities and programming logic; data processing and operational systems for assigned program area; department data processing and operational system capabilities to coordinate the development and maintenance of automated systems; organizational structure, functions and processes related to program areas within ESD. **Ability to:** forecast program and community needs; accurately evaluate program effectiveness and accomplishment and determine what changes may improve the program; perceive and define cause and effect relationships in areas of program compliance; modify and adapt policies, procedures or methods to enhance program compliance and avoid federal penalties; develop budget recommendations and justifications; evaluate and critique training programs. **Skill in:** developing recommendations to improve fiscal control and accountability for assigned programs.

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.

12.144

ESTABLISHED:

7/1/03P

7/2/02PC

REVISED:**6/10/16PC**

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-D-2-a:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.368	Crime Victim Compensation Specialist	32	B	12.368	<i>Crime Victim Compensation Specialist</i>	32	<i>B</i>

EXPLANATION OF CHANGE

In consultation with the Subject Matter Expert (SME) from the Department of Administration, Hearings Division, Victims of Crime Program, Human Resource Management conducted a class specification maintenance review for Crime Victim Compensation Specialist class. It was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations and no changes were necessary. However, the statement "as described above" was added to the equivalent combination of education and experience in order to maintain consistency with other class specification formatting.

Under general supervision, review and determine program eligibility for financial assistance in compliance with statutory requirements of the Victims of Crime Program. Incumbents review applications for assistance under the Victims of Crime Program to determine eligibility for program benefits, extent of the injury or financial hardship, and the amount and type of award sought by victims; contact victims and conduct comprehensive interviews to obtain statements involving crimes; perform field work to verify victim statements by contacting local law enforcement agencies, medical providers, employers and insurers to obtain copies of needed reports and records; and review and interpret police reports, medical records and claims to determine if eligibility conditions exist in accordance with State law under the Victims of Crime Program. They also determine eligibility and render written decisions, including orders directing payment of compensation and provide case files, rebuttal statements and testimony as needed for appellate level reviews; evaluate claim expenses and supplemental billings to determine which are eligible for compensation and which are inappropriate or exceed maximum allowed and calculate appropriate payments; and prepare and maintain files, records and statistics and prepare periodic activity reports for management review. Additionally, they develop and maintain contacts within the community such as law enforcement officials, medical providers and other agencies providing support to victims to establish primary and secondary payor status; may supervise administrative support staff by providing input toward employee selection, conducting training, assigning and reviewing work, conducting performance appraisals and implementing disciplinary actions; and conduct outreach presentations to the public, law enforcement officers and staff of various agencies regarding program objectives and related laws, rules, regulations, policies and procedures.

Note: Changes, additions and/or deletions on the class specification are noted in red.



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>
CRIME VICTIM COMPENSATION SPECIALIST	32	B	12.368

Under general supervision, review and determine program eligibility for financial assistance in compliance with statutory requirements of the Victims of Crime Program.

Review applications for assistance under the Victims of Crime Program to determine eligibility for program benefits, extent of the injury or financial hardship, and the amount and type of award sought by victims.

Contact victims and conduct comprehensive interviews to obtain statements involving crimes; obtain victim signatures on release forms to obtain medical records, police reports, employer verification of lost wages, and verification of insurance coverage or other sources of funding such as public assistance or the county sexual assault fund for which the victim may be eligible.

Perform field work to verify victim statements by contacting local law enforcement agencies, medical providers, employers and insurers to obtain copies of needed reports and records.

Review and interpret police reports, medical records and claims to determine if eligibility conditions exist in accordance with State law under the Victims of Crime Program; compare reports to victim statements to verify facts surrounding cases; and assess issues of provocation and consent or other actions by victims which may have contributed to the crime.

Determine eligibility and render written decisions, including orders directing payment of compensation and provide case files, rebuttal statements and testimony as needed for appellate level reviews.

Evaluate claim expenses and supplemental billings to determine which are eligible for compensation and which are inappropriate or exceed maximum allowed and calculate appropriate payments.

Prepare and maintain files, records and statistics and prepare periodic activity reports for management review.

Develop and maintain contacts within the community such as law enforcement officials, medical providers and other agencies providing support to victims to establish primary and secondary payor status; refer victims to other appropriate resources, and promote community awareness.

May supervise administrative support staff by providing input toward employee selection, conducting training, assigning and reviewing work, conducting performance appraisals and implementing disciplinary actions.

Conduct outreach presentations to the public, law enforcement officers and staff of various agencies regarding program objectives and related laws, rules, regulations, policies and procedures.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience conducting interviews and documenting findings; interpreting and explaining program rules, regulations, policies and procedures; gathering and analyzing information from various sources; and preparing reports and recommendations; **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: interviewing skills; word processing, database and statistical reporting; oral and written communication skills. **Ability to:** interpret rules, regulations, policies and procedures; elicit information through interviewing and investigative techniques; make basic mathematical computations; use tact and good judgment when eliciting information from victims; write concise, logical, grammatically correct correspondence and reports to explain facts and render decisions for program eligibility under State law; speak on a one-to-one basis using appropriate vocabulary and grammar; read medical reports, crime reports and legal documents at an interpretative level and apply the information to eligibility criteria; effectively interact and work objectively with persons from a variety of social, cultural, economic and educational backgrounds; establish and maintain records in a confidential manner; document facts and prepare clear and understandable case notes; establish rapport and gain the trust of others.

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

Working knowledge of: State law regarding eligibility requirements for the Victims of Crime Program; federal, State and local laws, regulations and ordinances applicable to victims of crime; supervisory principles, practices and techniques; potential collateral funding resources such as private insurance plans, workers' compensation and local sexual assault funds including their responsibilities and requirements. **Ability to:** work independently and follow through on assignments with minimal direction and within statutory time frames; make eligibility determinations for victims of crime compensation; establish and maintain cooperative working relationships with the public, law enforcement agencies, health care providers and employers.

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.

12.368

ESTABLISHED: 9/22/89PC
REVISED: 7/1/93P
10/23/92PC
REVISED: 7/1/03P
10/14/02PC
REVISED: 6/10/16PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-D-3-a:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.423	Client Assistance Specialist	35	A		<i>ABOLISHED</i>		

EXPLANATION OF CHANGE

In conjunction with the class specification maintenance review process conducted by Human Resource Management, it is recommended that Client Assistance Specialist class be abolished. During this review, it was determined that the class was used primarily by the Department of Employment, Training and Rehabilitation (DETR); however, there are currently no positions in this class within State classified service and there are no plans for the agency to utilize it in the future.

Agencies consulted support the abolishment of the class.

Note: Changes, additions and/or deletions on the class specification are noted in red.



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>
CLIENT ASSISTANCE SPECIALIST	35	A	a2:423

~~Under general direction, develop, direct, and oversee the implementation and evaluation of a statewide network of federally mandated information and client assistance services under the Federal Rehabilitation Act; provide advocacy services for persons with disabilities; assist clients in accessing rehabilitation services and coordinating other available community services; administer the program budget; develop and recommend program policy and procedure; and supervise program support staff.~~

~~Conduct intake interviews to document facts and circumstances relative to service delivery and/or eligibility for vocational rehabilitation, supported employment, services to the blind or independent living services; obtain statements of clients' problems or concerns; provide information regarding available benefits under the Federal Rehabilitation Act and the role of the client assistance program; provide information and referral services to individuals who are not eligible for the client assistance program or rehabilitation services.~~

~~Determine the merits of clients' concerns; request necessary information from rehabilitation professionals who have denied benefits or are providing services; investigate the details of specific issues of contention; compare proposed service delivery with requirements of State and federal laws, regulations, codes, policies and procedures.~~

~~Review and analyze information and prepare a written recommendation summarizing clients' concerns and outlining fair conclusions; schedule conferences with clients, service providers and other parties involved; act as mediator between contending parties to resolve problems or negotiate settlements; seek legal advice and retain legal representation on behalf of clients when necessary; represent clients at administrative hearings.~~

~~Manage the program budget; allocate funds to different subcategories based on program needs; prepare reports and information relative to client assistance program activities for agency management and federal agencies; identify procedural or systemic difficulties that impede the provision of mandated rehabilitation services.~~

~~Identify and recommend policy and procedure revisions; design, develop and distribute promotional materials to explain program functions and foster public awareness of the client assistance program.~~

~~Supervise support staff; assign and review work; develop work performance standards and conduct performance evaluations; initiate disciplinary action as required.~~

~~Perform related duties as assigned.~~

~~*****~~

MINIMUM QUALIFICATIONS

~~EDUCATION AND EXPERIENCE: Master's degree in rehabilitation counseling, counseling, assistive technology, social science or closely related field, plus one year of professional level experience providing negotiation, advocacy, counseling and coordination of services to people with disabilities; OR a Bachelor's degree in rehabilitation counseling, counseling, assistive technology, social science or closely related field plus two years of experience as described above.~~

MINIMUM QUALIFICATIONS (cont'd)

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

~~Working knowledge of: investigative techniques; medical and psychological terminology; the role of advocacy for people with disabilities and applicable laws and regulations; interview techniques; confidentiality regulations and exchange of information agreements; various data collection systems and practical ways to gather information. General knowledge of: services available under the Federal Rehabilitation Act. Ability to: analyze problems and formulate logical conclusions and solutions; write concise, logical and grammatically correct narrative reports and business correspondence; read and interpret laws, regulations, medical/psychological reports, and legal documents; speak on a one to one basis using appropriate vocabulary and grammar to obtain/provide information and explain regulations, policies and procedures; interact with persons of various backgrounds and disabilities. Skill in: negotiating and advocating on behalf of persons with disabilities; counseling and coordinating services for people with disabilities.~~

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): ~~Working knowledge of: the role of the Client Assistance Program including the rights of applicants and clients; services offered by service delivery agencies funded under the Federal Rehabilitation Act; principles and practices of supervision; services provided by social service and rehabilitation agencies throughout the State including application procedures. Ability to: manage a program budget using established policies and procedures; supervise subordinate staff.~~

~~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.~~

12.423

ESTABLISHED: 6/9/88R
12/9/88PC
REVISED: 7/1/93P
10/23/92PC
REVISED: 9/19/03PC
6/10/16PC
ABOLISHED:

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **June 10, 2016.**

Item VI-D-3-b:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.455	Rehabilitation Manager II	39	A	<i>12.455</i>	<i>Rehabilitation Manager</i>	<i>39</i>	<i>A</i>
12.409	Rehabilitation Manager I	38	A	<i>12.409</i>	<i>Rehabilitation Manager</i>	<i>38</i>	<i>A</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Rehabilitation Manager series. In consultation with management and agency Human Resource staff at the Department of Employment, Training and Rehabilitation it was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations and no changes were necessary. However, the statement "as described above" was added to the equivalent combination of education and experience in order to maintain consistency with formatting structure. Furthermore, modifications were made to the full performance knowledge, skills and abilities at the Rehabilitation Manager I and the entry level knowledge, skills and abilities at the Rehabilitation Manager II also to maintain consistency with formatting structure.

Rehabilitation Managers plan, organize, and manage the operations and services of a district or statewide office; ensure programs and associated services are administered in compliance with applicable laws, regulations, policies and procedures; and participate in program planning, development and implementation.

12.455 – Rehabilitation Manager II, Grade 39: Under general direction, incumbents manage the operations and service delivery of a large district with metropolitan and multiple satellite offices that provide diverse and complex rehabilitation services to clients; supervise subordinate Rehabilitation Supervisors that supervise a highly skilled and educated staff of professionals.

12.409 – Rehabilitation Manager I, Grade 38: Under limited supervision, incumbents perform the range of duties described in the series concept; manage the operations and service delivery of an organizational unit such as the Bureau of Disability Adjudication which provides Social Security Disability Adjudication services statewide and supervises subordinate Disability Adjudication Supervisors and information technology/data processing staff.

Throughout the course of the study, management and agency staff participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation

Note: Changes, additions and/or deletions on the class specification are noted in red.



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 MANAGER II	39	A	12.455
REHABILITATION MANAGER I	38	A	12.409

SERIES CONCEPT

Rehabilitation Managers plan, organize, and manage the operations and services of a district or statewide office; ensure programs and associated services are administered in compliance with applicable laws, regulations, policies and procedures; and participate in program planning, development and implementation.

Manage assigned program areas to meet the goals and objectives of the program; assign work and monitor the achievement of qualitative and quantitative goals; organize and direct the utilization of personnel, materials, and fiscal resources; implement new regulations and policies and procedures; mediate disputes with clients, staff, and service providers; and develop and implement preventive and corrective action when quality and quantity outcomes deviate from program goals and objectives.

Ensure consistent application and conformance with laws, regulations, requirements and restrictions related to assigned programs; interpret and apply complex laws, rules, regulations and policies related to the full range of services applicable to the assignment; participate in developing and reviewing initiatives, policies, forms and other materials.

Plan, design, implement, monitor and evaluate assigned programs and services; identify community and clients needs; identify and secure resources; and coordinate planning and implementation internally and externally.

Plan and administer financial resources to ensure efficient operations and compliance with budgetary limitations; develop budget recommendations and justifications; review and monitor fiscal and management reports; approve fiscal transactions and documents within established limits; provide justification for exceptions; administer contracts and grants; and direct maintenance of an inventory control system.

Serve as a representative of the program to promote and coordinate efforts to achieve goals and objectives; establish and maintain working relationships with community organizations, other state and federal agencies, service providers, and the public; make presentations to interested groups and the media; and represent the program on interagency boards and councils.

Supervise and evaluate the performance of subordinate supervisors and program personnel; identify personnel needs; recruit and interview applicants for position vacancies; review and approve work performance standards; identify staff training needs and arrange and authorize appropriate training; counsel staff and take appropriate disciplinary action when necessary.

Manage facilities occupied by program staff as assigned; identify lease options and arrange for maintenance and repair services; plan and coordinate office layout and cost sharing with other occupants; maintain building safety and security standards; plan for future expansion.

Perform related duties as assigned.

CLASS CONCEPTS

Rehabilitation Manager II: Under general direction, incumbents manage the operations and service delivery of a large district with metropolitan and multiple satellite offices that provide diverse and complex rehabilitation services to clients; supervise subordinate Rehabilitation Supervisors that supervise a highly skilled and educated staff of professionals. Rehabilitation Manager II's must have higher-level knowledge, skills, and abilities required to approve individualized plans for employment.

Rehabilitation Manager I: Under limited supervision, incumbents perform the range of duties described in the series concept; manage the operations and service delivery of an organizational unit such as the Bureau of Disability Adjudication which provides Social Security Disability Adjudication services statewide and supervises subordinate Disability Adjudication Supervisors and information technology/data processing staff.

MINIMUM QUALIFICATIONS

REHABILITATION MANAGER II

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in rehabilitation counseling or health, social or other related behavioral science, two years of supervisory experience which included implementing, monitoring and evaluating the effectiveness of strategies, analyzing and interpreting complex laws and regulations to ensure compliance, recommending implementation of strategies, and supervising professional staff, and proof of eligibility to sit for the Rehabilitation Counselor Certification exam from the Commission on Rehabilitation Counselor Certification; OR two years of experience as a Rehabilitation Supervisor in Nevada State service.

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

Working knowledge of: federal and State laws and regulations applicable to programs for persons with disabilities; principles and practices of management and public administration; program development, implementation and evaluation; budget development and administration; social, economic, educational and vocational trends including high demand occupations and related labor market demands; principles of organizational structure, analysis and design; medical, social, vocational, psychological, and independent living needs of persons with disabilities; State and federal trends impacting programs and services; *relevant State and federal program operations and requirements sufficient to resolve policy and operations questions.* **General knowledge of:** primary economic indicators used in making revenue projections; grant management practices; rehabilitation process, disabilities, vocational issues, medical terminology, rehabilitation engineering, and independent living programs. **Ability to:** *develop program philosophy, methodology and implementation; and analyze statistical data and identify trends in workload performance;* prepare and deliver oral group presentations to persuade, motivate, and provide information to others; understand the level of knowledge, skills, and abilities of staff from several disciplines and organize and direct the work activities accordingly; review client case files against federal, State, and division prescribed standards; supervise subordinate supervisors including accomplishing established objectives, delegating responsibility, training, evaluating performance and administering necessary discipline; manage publicly funded, multi-million dollar budgets with diverse funding sources; accurately forecast fluctuations in revenues which impact development of the biennial budget as required. **Skill in:** *developing and recommending strategies to attain established goals;* implementing, monitoring and evaluating the effectiveness of planned strategies; and analyzing and interpreting complex laws and regulations to ensure compliance and recommend implementation strategies; *and all knowledge, skills, and abilities required at the lower level.*

MINIMUM QUALIFICATIONS (cont'd)

REHABILITATION MANAGER II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: State, agency and bureau information management systems, generated reports, and accounting procedures. **Working knowledge of:** rehabilitation process, disabilities, vocational issues, medical terminology, rehabilitation engineering, and independent living programs. **Ability to:** analyze client needs and prepare fundable proposals for federal financial participation as required; work effectively with volunteer boards as required.

REHABILITATION MANAGER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, a field of social science, vocational rehabilitation or evaluation, or related field and two years of supervisory experience supervising journey level professional staff providing disability-related services; **OR** an equivalent combination of education and experience *as described above*. (Education above the bachelor's degree level may only be substituted for one year of supervisory experience.)

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

Working knowledge of: federal and State laws and regulations applicable to assigned program areas; principles and practices of management and public administration; principles and practices of supervision and training; principles and practices of fiscal management; quality assurance principles and practices; program development, implementation and evaluation; budget development and administration; personal computers and associated software sufficient to prepare documents and statistical reports; principles of vocational evaluation; functional limitations due to medical and psychological impairments; team dynamics. **General knowledge of:** computer operations sufficient to oversee efficient operation of data processing. **Ability to:** analyze and interpret complex federal and State laws and regulations to ensure compliance; analyze fiscal data and plan, prepare and manage budgets; plan, organize and direct the work of others; mediate between contending individuals or groups; summarize technical information in common terminology for dissemination to staff and the general public; establish and maintain cooperative working relationships with subordinates, peers, support staff, administrative staff, board members, and other individuals and organizations; set priorities within broadly defined goals and objectives; foster a stimulating and accepting work environment; write concise, logical and grammatically correct business correspondence, analytical reports and technical materials; implement, monitor and evaluate the effectiveness of planned strategies; analyze a situation and develop an effective plan of action. **Skill in:** discussing a variety of job related topics on short or no notice.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Rehabilitation Manager II.) ~~[Working knowledge of: relevant State and federal program operations and requirements sufficient to resolve policy and operations questions. Ability to: develop program philosophy, methodology and implementation, and analyze statistical data and identify trends in workload performance. Skill in: developing and recommending strategies to attain established goals.]~~

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>12.455</u>	<u>12.409</u>
ESTABLISHED:	5/18/78	11/21/73
REVISED:		5/18/78

REHABILITATION MANAGER II
REHABILITATION MANAGER I
Page 4 of 4

39	A	12.455
38	A	12.409

REVISED:	7/1/93P	7/1/93P
REVISED:	11/6/92PC	11/6/92PC
REVISED:	10/1/97UC	10/1/97UC
REVISED:	7/1/05P	7/1/05P
	10/1/04PC	10/1/04PC
REVISED:	6/10/16PC	6/10/16PC

PERSONNEL COMMISSION MINIMUM QUALIFICATIONS APPEAL

**Tammy Moore, Accountant Technician 2
Department of Corrections**

Personnel Commission Meeting of June 10, 2016

Prepared by the Department of Administration
Division of Human Resource Management

APPEAL SUMMARY

Tammy Moore, Accountant Technician 2, grade 32, is appealing that she did not meet the minimum qualifications for an Administrative Services Officer 1 and 2, announcements 27138 and 27211.

BASIS FOR APPEAL

The appeal is based on the applicant's belief that her experience as an Accountant Technician 2, grade 32 should be considered as professional level qualifying experience toward the required minimum qualifications for the Administrative Services Officer 1 and 2 levels, grades 37 and 39.

DIVISION OF HUMAN RESOURCE MANAGEMENT'S RECOMMENDATION

The Division of Human Resource Management recommends denying the appeal because the application submitted did not demonstrate the professional level experience required for the Administrative Services Officer 1 and 2 classification. Administrative Services Officers function as business managers with responsibility for accounting, budgeting and fiscal management. The application did not indicate duties which proved the entry level knowledge, skills and abilities which include the ability to identify and resolve operating and fiscal management problems; skill in State budgeting principles and practices; the ability to advise and direct management regarding fiscal issues; plan, develop and maintain budgetary and

financial reports related to business operations, revenues and expenditures, and contract reviews; develop and implement comprehensive budgets for an agency or major program; and skill in organizational planning, budgeting, fiscal forecasting, contracting and purchasing.

The minimum qualifications for the Administrative Services Officer 1 are:

Bachelor's degree from an accredited college or university in business administration, accounting, finance or related field and three years of varied and professional experience which included formulating, developing and monitoring program or agency budgets; analyzing and interpreting financial information and making recommendations; developing, evaluating or revising programs, organizations or work methods; and/or management responsibility for business operations such as contract and lease administration, purchasing and warehouse operations, buildings and grounds maintenance, food and laundry services, data processing, facilities maintenance and construction, communications equipment, or fleet maintenance; OR an equivalent combination of education and experience on a year-for-year basis.

The minimum qualifications for the Administrative Services Officer 2 are:

Bachelor's degree from an accredited college or university in business administration, accounting, finance or related field and four years of varied and professional experience which included budget development and analysis; responsibility for accounting or fiscal management; development, management and evaluation of a large and complex program; and/or management of two or more business operations such as contract and lease administration, purchasing and warehouse operations, buildings and grounds maintenance, food and laundry services, data processing, facilities maintenance and construction, communications equipment, or fleet maintenance; one year of which was equivalent to an Administrative Services Officer I in Nevada State service; OR an equivalent combination of education and experience on a year-for-year basis.

The applicant does not possess a Bachelor's degree from an accredited college or university in business administration, accounting, finance or related field; therefore the work history must demonstrate seven years of varied and professional experience which included formulating, developing and monitoring program or agency budgets; analyzing and interpreting financial information and making recommendations; developing, evaluating or revising programs, organizations or work methods; and/or management responsibility for business operations such as

contract and lease administration, purchasing and warehouse operations, buildings and grounds maintenance, food and laundry services, data processing, facilities maintenance and construction, communications equipment, or fleet maintenance for the Administrative Services Officer 1 level.

For the Administrative Services Officer 2 level, the work history must demonstrate eight years of varied and professional experience which included budget development and analysis; responsibility for accounting or fiscal management; development, management and evaluation of a large and complex program; and/or management of two or more business operations such as contract and lease administration, purchasing and warehouse operations, buildings and grounds maintenance, food and laundry services, data processing, facilities maintenance and construction, communications equipment, or fleet maintenance; one year of which was equivalent to an Administrative Services Officer I in Nevada State service.

The applicant was credited for one year of experience based on college coursework and an additional year of experience for her time as the acting Administrative Services Officer, for a total of two years of experience. The acting time was verified with the Department of Corrections.

We also reviewed the class specifications for the Accountant Technician 2 and were unable to find the professional level experience as outlined in the minimum qualifications.

Accountant Technicians perform technical accounts maintenance work.

To be specific, Accountant Technicians reconcile and monitor specific accounting and fiscal functions or activities within a department establishing or using established procedures and guidelines. Reconciliation includes balancing departmental records with reports generated by the State's central accounting system as well as federal and other accounting systems. Monitoring includes ensuring accounting functions and activities are in compliance with reporting requirements and grant specifications. Accountant Technicians assist management in preparation of complex budgets by coordinating with various sections to ensure budget requests are received and reviewed in a timely manner.

In summary, for the Administrative Services Officer 1 level, the incumbent needs an additional five years of varied and professional experience which included formulating, developing and monitoring program or agency budgets; analyzing and

Personnel Commission Agenda
June 10, 2016

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL
COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 4 through 6 which reads as follows:

- “4. The classification plan and changes therein are subject to approval by the Commission, except that the Administrator may make a change in the classification plan without the prior approval of the Commission if:
- (a) The Administrator deems it necessary for the efficiency of the public service;
 - (b) The change is not proposed in conjunction with an occupational study; and
 - (c) The Administrator, at least 20 working days before acting upon the proposed change:
 - (1) Provides written notice of the proposal to each member of the Commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and
 - (2) Posts a written notice of the proposal in each of the principal offices of the Division.
- Any occupational study conducted by the Division in connection with the preparation, maintenance or revision of the classification plan must be approved by the Commission.
5. If no written objection to the proposed change to the classification plan is received by the Administrator before the date it is scheduled to be acted upon, the Administrator may effect the change. The Administrator shall report to the Commission any change in the classification plan made without its approval at the Commission's next succeeding regular meeting.
6. If a written objection is received before the date the proposed change is scheduled to be acted upon, the Administrator shall place the matter on the agenda of the Commission for consideration at its next succeeding regular meeting.”

The conditions set forth in these statutes have been met. A copy of the justifications and revised class specifications are on file in the office of the Administrator of the Division of Human Resource Management.

The following changes have been effected:

REPORT OF CLASSIFICATION CHANGES

POSTING#: 19-16

Effective: 02/12/16

CURRENT				AP P ROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>NEW</i>			<i>7.816</i>	<i>Digital Media Specialist</i>	<i>33</i>	<i>B</i>

BASIS FOR RECOMMENDATION

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Nevada Department of Transportation (NDOT) and the Division of Human Resource Management, it was determined that a new class specification was to be created based upon the duties and responsibilities of the position.

Within the Nevada Department of Transportation (NDOT), the Digital Media Specialist plans, coordinates, schedules and performs video and photographic production by assignment or by request from departmental staff or other agencies; produces video products and processes photographs; archives videos and photographs with identifying information; and maintains video and/or photographic and peripheral equipment and supplies. Video and photographic products may include DVD's, media files, digital images, photo slides, and prints in a variety of sizes. Video and photographs are prepared for use on websites, social media outlets, in print, webcasting, for internal communications or for television broadcasting.

In reviewing the job duties and responsibilities, Human Resource Management recommends the Digital Media Specialist be allocated at grade 33, to recognize the specialized and theoretical knowledge required to perform the duties acquired through college courses and other training. The preponderant duties allow for this class to be assigned to the Fiscal Management & Staff Services Occupational Group, Public Information Subgroup. As this position performs duties similar to the Photographer series, but with added responsibility for video production and related assignments, this class will be assigned to the EEO-4 category: B – Professional.

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.

POSTING#: 20-16
Effective: 02/19/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.457	Disability Adjudication Supervisor	35	B	12.457	<i>Disability Adjudication Supervisor</i>	35	B
12.456	Disability Adjudicator III	33	B	12.456	<i>Disability Adjudicator III</i>	33	B
12.428	Disability Adjudicator II	32	B	12.428	<i>Disability Adjudicator II</i>	32	B
12.425	Disability Adjudicator I	30	B	12.425	<i>Disability Adjudicator I</i>	30	B

BASIS FOR RECOMMENDATION

Working in conjunction with Subject Matter Experts (SMEs) from the Department of Employment, Training and Rehabilitation, Rehabilitation Division, Human Resource Management recommends revisions to the Disability Adjudicator series remove the reference to option 2 under the Disability Adjudication Supervisor. This position now serves in the Department of Employment, Training and Rehabilitation's Quality Assurance unit as a Quality Control Specialist as a result of a reclassification. Updates were also made to maintain consistency with formatting and language.

Disability Adjudicators evaluate disability claims and make determinations in accordance with laws, rules, regulations, policies and procedures governing Social Security Disability Programs. Work involves the evaluation of medical evidence to make judgments about the presence, onset, clinical severity and prognosis of physical or mental impairments and determination of the vocational potential of claimants in order to allow or deny Social Security benefits. Incumbents interview applicants to obtain personal history; communicate in writing and/or telephone with claimants who are injured, terminally ill and may be in personal distress; verify, develop and document required medical and vocational evidence; integrate physical, mental and vocational functional assessments to determine the combined effects and severity of impairment in compliance with Social Security Administration regulations; and compile the entire body of evidence into a written medical/legal determination of disability which documents the medical and vocational facts, statutory requirements, and the occupational potential of the claimant. They also provide medical case management for disability claims that require medical consultation and conduct comprehensive vocational analysis of the claimant's vocational background, education, age, relevant work experience, and demonstrated functional capacity for gainful employment; determine ability to perform jobs within the local and national economy.

The agency supports the changes.

POSTING#: 21-16

Effective: 02/19/16

CURRENT				APPCVER			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.370	Quality Control Specialist II	36	B	12.370	<i>Quality Control Specialist II Options A: Department of Health and Human Services (DHHS), Welfare B: Department of Employment, Training and Rehabilitation (DETR), Rehabilitation</i>	36	B
12.371	Quality Control Specialist I	34	B	12.371	<i>Quality Control Specialist I Options A: Department of Health and Human Services (DHHS), Welfare B: Department of Employment, Training and Rehabilitation (DETR), Rehabilitation</i>	34	B

BASIS FOR RECOMMENDATION

As a result of NPD-19s submitted and in response to an appeal from the agency, also in conjunction with the Subject Matter Experts (SMEs) from DETR's Disability Adjudication and Vocational Rehabilitation units, Human Resource Management recommends revisions to the Quality Control Specialist series to recognize the work performed by staff in quality control/assurance units within DETR. In order to accommodate the separate and distinct duties, minimum qualifications and knowledge, skills and abilities required for positions within DETR, options were created. The series and class concepts were revised to update and accurately describe the duties performed by incumbents within DETR at both levels. The knowledge, skills and abilities (KSAs) were separated out into these options based upon differing KSAs required to perform duties in assigned program areas.

Quality Control Specialists review sample casework of public assistance, child support enforcement, disability adjudication/fraud, or vocational rehabilitation programs to determine compliance with State and federal laws, regulations, policies and procedures; identify errors and causal factors; investigate and verify case facts and information; and recommend corrective action or compile data for required reports. Incumbents conduct independent audits; determine compliance with State and federal laws by comparing information obtained through review of case records and collateral investigations to program requirements; and provide technical guidance to agency or county staff regarding program activities and requirements. They also prepare and submit audit findings to district office personnel, program administrators and federal authorities; explain errors; cite appropriate laws, regulations, policies or procedures; identify the source of errors and recommend appropriate corrective action as required; evaluate rebuttals to audit findings, develop supplemental reports, and conduct and participate in joint conferences with targeted office personnel and administrative staff to resolve differences and recommend corrective action as required; cooperate with federal and other outside reviewers to determine the accuracy and timeliness of the agency's evaluation; provide performance indicators to program administrators and federal officials which measure program efficiency and effectiveness and which

become the basis for funding; and prepare and submit cases of suspected fraud for additional review and investigation.

Positions allocated to the Quality Control Specialist II within DETR perform duties including, but not limited to, the following: plan, develop, implement and maintain the federally mandated quality assurance program; conduct staff training relative to the rules, regulations, policies and procedures of the state/federal/Vocational Rehabilitation program or of the disability adjudication process: Furthermore, incumbents within the Bureau of Disability Adjudication's Quality Assurance Unit, ensure disability determinations are made accurately, timely and in compliance with federal requirements; and direct corrective action on decisions which do not conform to Social Security regulations.

Human Resource Management worked closely with the agencies involved and they support the changes.

POSTING#: 22-16
Effective: 02/02/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.565	Environmental Services Supervisor	38	B	<i>10.565</i>	<i>Environmental Services Manager</i>	<i>40</i>	<i>B</i>

BASIS FOR RECOMMENDATION

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Transportation, it was determined that the class specification for the Environmental Services Supervisor should be amended to account for a shift in focus of the position from a supervisory capacity to a more managerial function.

As a result of these changes, the class title was changed from Environmental Services Supervisor to Environmental Services Manager. Also, duty statements were modified to account for duties and responsibilities reflective of a more complex regulatory environment and a higher criticality in program and Departmental decision making requiring greater judgment. Finally, the education & experience and the knowledge, skills and abilities were modified to reflect these changes.

As a result of added duties and responsibilities, it is recommended that the Environmental Services Manager be allocated at a grade 40, two grades above the subordinate supervisory Environmental Scientist IV, 10.545, grade 38. This two grade differential, is consistent with other class specifications throughout State service.

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.

POSTING#: 23-16

Effective: 02/20/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.121	Clinical Program Manager III	44	A	<i>10.121</i>	<i>Clinical Program Manager III</i>	<i>44</i>	<i>A</i>
10.122	Clinical Program Manager II	42	A	<i>10.122</i>	<i>Clinical Program Manager II</i>	<i>42</i>	<i>A</i>
10.123	Clinical Program Manager I	39	A	<i>10.123</i>	<i>Clinical Program Manager I</i>	<i>39</i>	<i>A</i>

BASIS FOR RECOMMENDATION

At the request of the Department of Health and Human Services, Aging and Disabilities Division, the Division of Human Resource Management recommends a minor revision to remove hurtful language from the Clinical Program Manager class specification and replace it with language currently used by other state and federal entities pursuant to the enactment of Rosa's Law in 2010.

POSTING#: 24-16

Effective: 02/20/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.246	AG Deputy Chief Investigator	42	D	<i>13.246</i>	<i>AG Deputy Chief Investigator</i>	<i>42</i>	<i>D</i>
13.247	AG Criminal Investigator, Supervisor	40	D	<i>13.247</i>	<i>AG Criminal Investigator, Supervisor</i>	<i>40</i>	<i>D</i>
13.248	AG Criminal Investigator II	38	D	<i>13.248</i>	<i>AG Criminal Investigator II</i>	<i>38</i>	<i>D</i>
13.249	AG Criminal Investigator I	36	D	<i>13.249</i>	<i>AG Criminal Investigator I</i>	<i>36</i>	<i>D</i>

BASIS FOR RECOMMENDATION

At the request of the Office of the Attorney General, Human Resource Management recommends revisions be made to the series concept to better describe the scope of responsibility of the AG Criminal Investigators. Additionally, Informational Notes pertaining to POST qualifications and firearm qualifications were added. Minor formatting changes were made in order to maintain consistency with other class specifications.

Criminal Investigators in the Attorney General's Investigations Division perform criminal investigations involving violations of federal and/or State laws pertaining to a specific program or regulatory area which includes, but is not limited to, Medicaid fraud, workers' compensation fraud, consumer protection, public integrity, human trafficking, computer forensics, missing children, financial fraud, alleged criminal offenses committed by State officers or employees, and all types of conflict of interest cases submitted by outside agencies, along with participating in multi-jurisdictional task forces comprised of officers from federal, State and local enforcement agencies. The investigative process is initiated following a formal request for service, upon receipt of a complaint from the public, or as a coordinated effort with federal, State or local law enforcement and criminal justice agencies. Incumbents review information received to determine possible criminal activity, validity of information and appropriate jurisdiction; conduct interviews of witnesses, victims, suspects to obtain information regarding the alleged criminal activity in an effort to complete investigative assignments in consideration of agency priorities, goals and objectives; and conduct research; and gather and preserve evidence. They also search law enforcement databases to include, but not limited to, National Crime Information Center (NCIC), National Criminal Justice Information System (NCJIS), Shared Computer Operations Protection Enforcement (SCOPE), Tiburon and the Department of Motor Vehicles; document investigative activities in order to develop and formulate facts and leads, establish patterns and trends, determine motives and support enforcement actions; and conduct field surveillance and background investigations; participate in undercover "sting" operations in order to establish leads, solidify evidence, and develop probable cause; use electronic audio/video recording equipment or personally conduct transactions with suspects to gather evidence, develop leads and establish probable cause; and maintain and prepare various reports.

Human Resource Management worked closely with the Subject Matter Expert from the Office of the Attorney General and the changes are being supported.

POSTING#: 25-16

Effective: 03/09/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.135	Mental Health Counselor V	43*	B	10.135	<i>Mental Health Counselor V</i>	43*	B
10.137	Mental Health Counselor IV	41*	B	10.137	<i>Mental Health Counselor IV</i>	41*	B
10.138	Mental Health Counselor III	39*	B	10.138	<i>Mental Health Counselor III</i>	39*	B
10.139	Mental Health Counselor II	37*	B	10.139	<i>Mental Health Counselor II</i>	37*	B
10.141	Mental Health Counselor I	35*	B	10.141	No Change	35*	B

* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.153	Psychological Developmental Counselor II	37*	B	10.153	<i>Psychological Developmental Counselor II</i>	37*	B
10.152	Psychological Developmental Counselor I	35*	B	10.152	<i>Psychological Development Counselor I</i>	35*	B

* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.168	Licensed Psychologist II	45*	A	10.168	<i>Licensed Psychologist II</i>	45*	A
10.170	Licensed Psychologist I	44*	B	10.170	<i>Licensed Psychologist I</i>	44*	B
10.171	Psychological Assistant	41*	B	10.171	<i>Psychological Assistant</i>	41*	B

* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.185	<i>Psychiatric Caseworker II</i>	33	B	10.185	<i>Psychiatric Caseworker II</i>	33	B
10.186	Psychiatric Caseworker I	31	B	10.186	No Change	31	B

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.673	Activities Therapy Technician II	27	E	10.673	<i>Activities Therapy Technician II</i>	27	E
10.683	Activities Therapy Technician I	25	E	10.683	<i>Activities Therapy Technician I</i>	25	E

BASIS FOR RECOMMENDATION

At the request of the Department of Health and Human Services, Aging and Disabilities Division, the Division of Human Resource Management recommends minor revisions to the Mental Health Counselor, Psychological Developmental Counselor, Licensed Psychologist, Psychiatric Caseworker, and Activities Therapy Technician series to remove hurtful language and replace it with language currently used by other state and federal entities pursuant to the enactment of Rosa's Law in 2010.

POSTING#: 26-16

Effective: 03/09/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.310	Chief of Nursing Services	47*	A	<i>10.310</i>	<i>Chief of Nursing Services</i>	<i>47*</i>	<i>A</i>
10.300	Director of Nursing Services II	45*	A	<i>10.300</i>	<i>Director of Nursing Services II</i>	<i>45*</i>	<i>A</i>
10.301	Director of Nursing Services I	44*	A	<i>10.301</i>	<i>Director of Nursing Services I</i>	<i>44*</i>	<i>A</i>

* Reflects a 4-grade, special salary adjustment granted by the Legislature to improve recruitment and retention.

BASIS FOR RECOMMENDATION

At the request of the Department of Health and Human Services, Aging and Disabilities Division, the Division of Human Resource Management recommends minor revisions be made to the Director of Nursing Services to remove hurtful language and replace it with language currently used by other state and federal entities pursuant to the enactment of Rosa's Law in 2010. Furthermore, the Division of Human Resource Management recommends changes be made to the knowledge, skills and abilities of these classes to maintain consistency in formatting with other class specifications. In addition to these changes, references to the Diagnostic and Statistical Manual of Mental Disorders (DSM) and International Classification of Diseases (ICD) were updated to reflect the most current revision used, 5 and 10, respectively.

The agencies utilizing this series support the changes.

POSTING#: 27-16
Effective: 03/09/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.124	Psychologist IV	44*	A	10.124	Psychologist IV	44*	A
10.126	Psychologist III	43*	B	10.126	<i>Psychologist III</i>	43*	B
10.132	Psychologist II	39*	B	10.132	<i>Psychologist II</i>	39*	B
10.143	Psychologist I	37*	B	10.143	<i>Psychologist I</i>	37*	B

* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.151	Clinical Social Worker III	39*	B	10.151	<i>Clinical Social Worker III</i>	39*	B
10.144	Clinical Social Worker II	37*	B	10.144	<i>Clinical Social Worker II</i>	37*	B
10.150	Clinical Social Worker I	35*	B	10.150	<i>Clinical Social Worker I</i>	35*	B

* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.240	Quality Assurance Specialist IV	39	B	10.240	<i>Quality Assurance Specialist IV</i>	39	B
10.241	Quality Assurance Specialist III	38	B	10.241	<i>Quality Assurance Specialist III</i>	38	B
10.242	Quality Assurance Specialist II	35	B	10.242	<i>Quality Assurance Specialist II</i>	35	B
10.244	Quality Assurance Specialist I	33	B	10.244	<i>Quality Assurance Specialist I</i>	33	B

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.306	Psychiatric Nurse IV	43*	B	10.306	<i>Psychiatric Nurse IV</i>	43*	B
10.305	Psychiatric Nurse III	41*	B	10.305	<i>Psychiatric Nurse III</i>	41*	B
10.307	Psychiatric Nurse II	39*	B	10.307	<i>Psychiatric Nurse II</i>	39*	B
10.309	Psychiatric Nurse I	37*	B	10.309	No Change	37*	B

* Reflects a 4-grade, special salary adjustment granted by the Legislature to improve recruitment and retention.

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.614	Therapeutic Recreation Specialist II	34	A	10.614	<i>Therapeutic Recreation Specialist II</i>	34	B
10.621	Therapeutic Recreation Specialist I	32	B	10.621	<i>Therapeutic Recreation Specialist I</i>	32	B

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.300	Social Services Chief III	41	A	12.300	<i>Social Services Chief III</i>	41	A
12.301	Social Services Chief II	39	A	12.301	<i>Social Services Chief II</i>	39	A
12.306	Social Services Chief I	38	A	12.306	<i>Social Services Chief I</i>	38	A

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.345	Social Work Supervisor II	37	B	12.345	<i>Social Work Supervisor II</i>	37	B
12.352	Social Work Supervisor I	36	B	12.352	<i>Social Work Supervisor I</i>	36	B
12.363	Social Worker III	35	B	12.363	<i>Social Worker III</i>	35	B
12.361	Social Worker II	34	B	12.361	<i>Social Worker II</i>	34	B
12.377	Social Worker I	32	B	12.377	<i>Social Worker I</i>	32	B

BASIS FOR RECOMMENDATION

At the request of the Department of Health and Human Services, Aging and Disabilities Division, the Division of Human Resource Management recommends minor revisions to the Psychologist, Clinical Social Worker, Quality Assurance Specialist, Psychiatric Nurse, Developmental Support Technician, Social Services Chief and Social Worker series, be made to remove hurtful language and replace it with language currently used by other state and federal entities pursuant to the enactment of Rosa's Law in 2010. Furthermore, the Division of Human Resource Management recommends changes be made to the knowledge, skills and abilities of these classes to maintain consistency in formatting with other class specifications

POSTING#: 28-16

Effective: 03/17/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.354	Chief Pilot – OPTIONS A. NDOW (Wildlife) B. NDOT (Transportation)	41	C	9.354	Chief Pilot - <i>OPTIONS</i> A. No Change B. <i>NDOT (Transportation)</i>	41	C
9.356	Pilot III - OPTIONS A. NDF (Forestry) and NDOW B. NDOT	39	C	9.356	Pilot III - <i>OPTIONS</i> A. No Change B. <i>NDOT</i>	39	C
9.355	Pilot II – OPTIONS A. NDF B. NDOW	37	C	No Change	37	C	No Change
9.359	Pilot I – OPTIONS A. DCNR (Conservation & Natural Resources) B. NDOT	36	C	9.359	Pilot I – <i>OPTIONS</i> A. No Change B. <i>NDOT</i>	36	C

BASIS FOR RECOMMENDATION

Upon request by the Department of Transportation (NDOT), Human Resource Management recommends revisions be made to the class specification for Pilot. In working with the agency's Subject Matter Expert (SME) and Personnel Officer, it is felt that revising the number of hours required by the agency for flight time logged as a pilot in a single-engine or multi-engine land airplane, would broaden the qualified applicant pool. In the process, it was determined that there are no Federal Aviation Agency (FAA) requirements that would prohibit this change. The recommended revisions will affect only NDOT.

During this review, the Division of Human Resource Management consulted NDOT's SME and Personnel Officer who assisted in revising the class specification.

POSTING#: 29-16

Effective: 04/01/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.119	Agriculturist IV	37	B	1.119	<i>Agriculturist IV</i>	37	B
1.120	Agriculturist III	34	B	1.120	<i>Agriculturist III</i>	34	B
1.123	Agriculturist II	33	B	1.123	<i>Agriculturist II</i>	33	B
1.128	Agriculturist I	30	B	1.128	<i>Agriculturist I</i>	30	B

BASIS FOR RECOMMENDATION

At the request of the Department of Agriculture, the Division of Human Resource Management has conducted a review of the Agriculturist Series. Analysts within the Division of Human Resource Management worked with a subject matter expert from the Department of Agriculture, and as a result of this review, it is recommended that the class concept for the Agriculturist I be expanded to include an option whereby an incumbent would perform technical inspection and enforcement duties related to agricultural programs in a limited capacity and would be permanently allocated at this level.

Currently, the Agriculturist I, 1.128, is a training level providing for automatic progression to the next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority; however, creating the additional option will allow higher level Agriculturists to focus on performing the more complex professional level duties, as well as, creating promotional opportunities for individuals that have technical versus professional level experience.

The minimum qualifications were modified to allow for graduation from high school or equivalent and two years of technical inspection and enforcement experience related to agricultural program. Also, the minimum qualifications for Agriculturist II, III and IV were modified to maintain consistency with formatting and structure.

This request is consistent with the Biologist I, 1.737, grade 30 modifications approved by the Personnel Commission May 12, 2012.

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.

POSTING#: 30-16

Effective: 04/08/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.640	Health Information Technology Project Manager	41	B	7.640	<i>Health Information Technology Project Manager</i>	41	B

BASIS FOR RECOMMENDATION

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Health & Human Services, Division of Health Care Financing & Policy and Division of Human Resource Management, it was determined that the class specification for Health Information Technology Project Manager be amended to account for the addition of the Affordable Care Act, minor changes in verbiage and the education required.

As a result of these changes minor modifications to the duty statements were made.

Also, it is recommended that verbiage related to the Master's degree from an accredited college or university be removed as it creates a barrier to recruitment of Information Technology professionals and other Business Management professionals. When this series was originally created, it was to align with the Administrative Services Officer Series (specifically the Administrative Services Officer III, 7.216, grade 41) which only details the need for a Bachelor's degree for education at all levels. In addition, all levels of the IT Professional, Management Analyst and Business Process Analyst series' also only list the need for a Bachelor's degree for education.

These changes required no modifications of either the entry level or full performance knowledge, skills and abilities.

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. If approved, the effective date of the class specification will be March 1, 2016.

POSTING#: 31-16
Effective: 04/08/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			<i>7.800</i>	<i>Executive Secretary, Nevada Commission on Off-Highway Vehicles (OHV)</i>	<i>31</i>	<i>B</i>

BASIS FOR RECOMMENDATION

Discussions with Human Resources, Governor's Office of Finance and a recent completed State Audit of the Commission, resulted in the need for the Nevada Commission on Off-Highway Vehicles (OHV) to have a State classified position. Therefore, in conjunction and consultation with the Chairman of the OHV, Human Resource Management recommends a new class titled, Executive Secretary, Nevada Commission on Off-Highway Vehicles (OHV), be established.

Under the direction of the Chair for the Nevada Commission on Off-Highway Vehicles (OHV), the OHV Executive Secretary performs administrative, organizational, outreach and grants duties to support the Commission in its daily activities. The incumbent will serve as primary day-to-day contact for OHV related information and performs the following duties including, but not limited to: assisting the Office of Grant Procurement, Coordination and Management with the monitoring and administration of the OHV's complex grant and financial award assistance program; conducting audits of financial records and reports submitted to service providers; assisting in developing news releases, informational brochures, public service announcements; and organizing, drafting and editing material for printing or publication and distribution. Additionally, the incumbent establishes and maintains effective working relationships with State and local government officials, community groups and businesses; monitors program operations; compiles data and prepare reports on OHV activities; receives, reviews and evaluates information concerning the eligibility and/or activities of OHV clientele; and develops and implements effective recordkeeping systems and ensures information is logically organized, appropriately cross-referenced, and accessible to users; takes and transcribes meeting minutes; and represents the Commission by participating in ongoing and ad hoc committees and work groups as directed.

With the aforementioned responsibilities, it is recommended that the class be established at grade 31 and placed in the Fiscal Management and Staff Services Occupational Group, Public Information Subgroup.

The Nevada Commission on Off-Highway Vehicles assisted in developing this class specification and supports the establishment of the class.

POSTING#: 32-16
Effective: 04/08/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.550	Health Facilities Inspection Manager – RN	40	B	<i>10.550</i>	<i>Health Facilities Inspection Manager - RN</i>	<i>40</i>	<i>B</i>
10.551	Health Facilities Inspector III - RN	38	B	<i>10.551</i>	<i>Health Facilities Inspector III - RN</i>	<i>38</i>	<i>B</i>
10.552	Health Facilities Inspector II – RN	37	B	<i>10.552</i>	<i>Health Facilities Inspector II – RN</i>	<i>37</i>	<i>B</i>
10.553	Health Facilities Inspector I – RN	34	B	<i>10.553</i>	<i>Health Facilities Inspector I – RN</i>	<i>34</i>	<i>B</i>

BASIS FOR RECOMMENDATION

At the request of the Department of Health & Human Services (DHHS), Division of Public & Behavioral Health (DPBH), the Division of Human Resource Management has conducted a review of the Health Facilities Inspector – RN Series. Analysts within the Division of Human Resource Management worked with subject matter experts from DHHS and DPBH, and as a result of this review, it is recommended that minimum qualifications, at every level in the series, be revised.

It is recommended that the requirement of a Bachelor's degree from an accredited college or university be removed as it creates a barrier to recruitment that other series requiring licensure as a Registered Nurse do not have. Additionally, the years of professional nursing experience involving direct patient care was lowered from two years to one year. Also, experience at the Health Facilities Inspector II – RN was amended to clarify professional health administration experience. These modifications will allow a larger pool of applicants and create equity across series'. Lastly, the minimum qualifications at every level were modified to maintain consistency with formatting and 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.

POSTING#: 33-16

Effective: 04/11/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.339	Developmental Support Technician IV	29	E	10.339	<i>Developmental Support Technician IV</i>	29	E
10.347	Developmental Support Technician III	27	E	10.347	<i>Developmental Support Technician III</i>	27	E
10.357	Developmental Support Technician II	25	E	10.357	<i>Developmental Support Technician II</i>	25	E
10.367	Developmental Support Technician I	23	E	10.367	<i>Developmental Support Technician I</i>	23	E

BASIS FOR RECOMMENDATION

At the request of the Department of Health and Human Services, Aging and Disabilities Division, the Division of Human Resource Management recommends minor revisions to the Developmental Support Technician be made to remove hurtful language and replace it with language currently used by other state and federal entities pursuant to the enactment of Rosa's Law in 2010. Additionally, the reference to hurtful language was removed in the Special Requirements and replaced with current language per NRS 433.279. Furthermore, the Division of Human Resource Management recommends changes be made to the knowledge, skills and abilities of these classes to maintain consistency in formatting with other class specifications.

Developmental Support Technicians supplement the work of qualified intellectual disabilities professionals and other professional staff in providing direct client care and support including participation in the formulation and implementation of treatment plans for clients. Incumbents maintain current information on clients in assigned caseload including contact with parents or guardians; attend and participate in meetings regarding clients and contribute first-hand knowledge of changes or improvements; and protect clients' rights by demonstrating appropriate professional and personal behavior. Additionally, they implement verbal intervention for clients who are escalating and, as necessary, restrain or utilize appropriate behavioral and environmental controls for clients who are a threat to themselves or others; and maintain client personal hygiene and assist clients with personal appearance, cleanliness and attire to include brushing hair and teeth, bathing, toileting and selecting appropriate clothing for the weather and/or special occasions. They also supervise clients during meals in a residential, homelike setting; ensure clients on special diets receive the correct meals; maintain current knowledge and ensure compliance with applicable State and federal health and safety laws and regulations, as well as policies concerning infection control and related issues; monitor, document, and report changes in clients' physical health status and appearance to nursing staff to facilitate appropriate treatment; record seizure activity; and transport clients to and from scheduled medical appointments, community services, work sites, school, and other activities using State vehicles and public transportation; report problems with agency vehicles.

The agency agrees with, and supports, the changes.

POSTING#: 34-16

Effective: 04/12/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.321	Forensic Specialist IV Options A: Mental Health B: Corrections	34*	E	13.321	<i>Forensic Specialist IV</i> <i>Options A: Mental Health</i> <i>B: Corrections</i>	34*	E
13.322	Forensic Specialist III Options A: Mental Health B: Corrections	32*	E	13.322	<i>Forensic Specialist III</i> <i>Options A: Mental Health</i> <i>B: Corrections</i>	32*	E
13.323	Forensic Specialist II Options A: Mental Health B: Corrections	30*	E	13.323	<i>Forensic Specialist II</i> <i>Options A: Mental Health</i> <i>B: Corrections</i>	30*	E
13.324	Forensic Specialist I Options A: Mental Health B: Corrections	28*	E	13.324	<i>Forensic Specialist I</i> <i>Options A: Mental Health</i> <i>B: Corrections</i>	28*	E

* Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.

BASIS FOR RECOMMENDATION

At the request of the Department of Health and Human Services, Division of Public and Behavioral Health, the Division of Human Resource Management recommends minor revisions to the Special Requirements of the Forensic Specialist series to remove the reference to hurtful language and replace it with language currently used per NRS 433.279.

Forensic Specialists perform a combination of security and client/inmate care duties in a high security mental health facility or in a correctional setting in a clinic, medical infirmary and/or mental health unit for treatment of the mentally and/or medically ill offender. Incumbents operate the control room to ensure the security of facilities for the protection of community, clients/inmates and staff; monitor activities of staff and clients/inmates through video monitors; perform perimeter checks of the facility; conduct head counts and special watches to verify the whereabouts and condition of all clients/inmates; make visual contact with the client/inmate which may include pulling back bedcovers and using lights to ensure visual recognition and client/inmate physical condition; and conduct room and body searches to detect controlled substances, contraband and weapons. They also independently, or in conjunction with other security staff, supervise clients/inmates in the courtyard, kitchen, barbershop, gym, multipurpose room, day room, classroom, recreational and creative activity areas, clinic, medical infirmary, mental health unit, and living areas to ensure the safety of clients/inmates and staff; control aggressive and maladaptive behavior of clients/inmates to ensure safety and security; interventions appropriate to the situation and in consideration of client/inmate rights; Additionally, they provide basic first aid, cardiopulmonary resuscitation (CPR) and the Heimlich maneuver in emergency situations; assist assigned clients/inmates with eating, bathing, shaving, oral hygiene, grooming, dressing and other basic activities of daily living; and maintain current knowledge and ensure compliance with applicable State and federal health and safety laws and regulations, as well as policies concerning infection control and related issues.

The agency agrees with, and supports, the changes.

POSTING#: 35-16
Effective: 04/13/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.817	Conservation Crew Supervisor III Option A: Natural Resource B: Fire Suppression	31	D	1.817	<i>Conservation Crew Supervisor III Option A: Natural Resource B: Fire Suppression</i>	33*	D
1.820	Conservation Crew Supervisor II	29	D	1.820	<i>Conservation Crew Supervisor II</i>	31*	D
1.825	Conservation Crew Supervisor I	27	D	1.825	<i>Conservation Crew Supervisor I</i>	29*	D

* Reflects a 2-grade, special salary adjustment authorized by the 2015 Legislature to improve recruitment and retention.

BASIS FOR RECOMMENDATION

At the request of the Division of Forestry, and as a result of the 2015 Legislative Session, the Division of Human Resource Management recommends changes to the class specification for the Conservation Crew Supervisor series to reflect a two (2) grade increase, authorized by the Legislature, in order to improve recruitment and retention.

In order to support the grade increase, positions allocated to the Conservation Crew Supervisor III level must meet Crew Boss training requirements and have completed the Division of Forestry's Resource Task Book prior to appointment. Also, positions allocated to the Conservation Crew Supervisor II must be Firefighter I qualified by the National Wildland Coordinating Group. Previously, positions allocated at these levels had one year to meet these requirements.

These changes required no modifications of either the entry level or full performance knowledge, skills and abilities.

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.

POSTING#: 36-16
Effective: 04/15/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.421	DMV Services Supervisor II	33	B		<i>ABOLISHED</i>		
11.422	DMV Services Supervisor I	31	B	<i>11.422</i>	<i>DMV Services Supervisor</i>	<i>31</i>	<i>B</i>
11.423	DMV Services Technician IV	29	E	<i>11.423</i>	<i>DMV Services Technician IV</i>	<i>29</i>	<i>E</i>
11.424	DMV Services Technician III	27	E	<i>11.424</i>	<i>DMV Services Technician III</i>	<i>27</i>	<i>E</i>
11.425	DMV Services Technician II	25	E	<i>11.425</i>	<i>DMV Services Technician II</i>	<i>25</i>	<i>E</i>
11.426	DMV Services Technician I	23	E	<i>11.426</i>	<i>DMV Services Technician I</i>	<i>23</i>	<i>E</i>

BASIS FOR RECOMMENDATION

At the request of the Department of Motor Vehicles (DMV) management and personnel, it is recommended that the Division of Human Resource Management make revisions to the DMV Services Supervisor/Technician series. A minor change was made to the series concept to update a program area. Regarding the Class Concepts, it was determined by the agency that the DMV Supervisor II was no longer required and would not be used in the future. It is therefore recommended to be abolished. To accommodate the change, the title of DMV Supervisor I was changed to DMV Supervisor, and minor additions to the program areas were made. There are no longer express offices being operated, so it is recommended the reference to those express offices be deleted. The first-line supervisory duties of the DMV Technician IV were clarified and the Knowledge, Skills and Abilities of each level were modified in order to maintain consistency with formatting structure. Additionally, Informational Notes were added to the class specification to reflect new laws and regulations. Also, the agency requires that applicants meet a minimum typing speed of 30 words per minute (wpm). Furthermore, the agency requires that DMV Technician IV Driver Examiners possess and maintain a valid driver's license.

DMV Services Technicians provide customer services associated with driver's license, vehicle, and business occupational licensing programs including licensing drivers. Incumbents ensure compliance with State and federal motor vehicle laws and regulations and agency policies and procedures involving the licensing of motor vehicle operators, registration and titling of motor vehicles, withdrawal of licenses and registration, licensing of certain operations and representatives of the automotive industry, and research and dissemination of driver's licensing and vehicle registration/title information; communicate with the public, businesses and other department staff to elicit information, explain policies and procedures, and resolve problems. They also authorize actions that impact customer driving, vehicle, and business privileges; check public Vehicle Identification Numbers (VINs); collect fees including cash, checks and credit card payments; and reconcile cash drawer.

POSTING#: 37-16
Effective: 04/19/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			<i>7.610</i>	<i>Governmental Liaison</i>	<i>40</i>	<i>B</i>

BASIS FOR RECOMMENDATION

In conjunction with a request from the Nevada Department of Transportation (NDOT), and as a result of an NPD-19, Human Resource Management recommends establishing a new class titled, Governmental Liaison, to provide strategic support to the Director's Office in southern Nevada and to act as a government affairs liaison administrator with other governmental agencies and the public.

Under the direction of the Southern Nevada Deputy Director, Nevada Department of Transportation (NDOT), incumbent acts as a government affairs liaison administrator with other government agencies and the public; serves as an organizational expert on government issues; develops a strategic plan for support of various transportation advocacy groups; supports NDOT's public policy efforts by monitoring various government meetings; communicates and coordinates with federal, State and local government agencies and quasi-government agencies on transportation policies and initiatives to insure timely follow through and response; coordinates with planning outreach efforts and events related to NDOT's public affairs efforts; develops and maintains key department reports and documents; and develops presentations to various interest groups regarding issues. They also stay abreast of local issues and developments to identify impacts to State and Department programs; coordinate pertinent political and social issues for NDOT's southern region Director's and Deputy Director's offices; and provide operational and statistical information for management. Additionally, the incumbent participates in meetings on behalf of the Director and Deputy Director in order to represent the agency's position to government or public agencies.

With the aforementioned responsibilities, it is recommended that the class be established at grade 40 and placed in the Fiscal Management and Staff Services Occupational Group, Administrative & Budget Analysis subgroup.

The Nevada Department of Transportation assisted in developing this class specification and supports the establishment of the class. If approved, the class specification will become effective retroactive to November 30, 2015.