



**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>
<b>EDUCATOR LICENSING ANALYST II</b>	<b>35</b>	<b>B</b>	<b>5.222</b>
<b>EDUCATOR LICENSING ANALYST I</b>	<b>33</b>	<b>B</b>	<b>5.221</b>
<b>EDUCATOR LICENSING ANALYST TRAINEE</b>	<b>31</b>	<b>B</b>	<b>5.219</b>

**SERIES CONCEPT**

Educator Licensing Analysts evaluate transcripts and determine eligibility for educator licensure for one of two geographical divisions of the State.

Evaluate college/university transcripts to determine the eligibility of individuals to receive a Nevada Educator License; compute number of hours and areas on submitted transcripts and compare results to the requirements of the law and applicable manual to determine if the requirements are met for licensure and/or endorsements; review applications to determine if applicants meet the citizenship requirements of the law; review catalogs to determine if the college/university attended by the applicant was properly accredited by a nationally recognized accrediting association.

Attend meetings of the Commission on Professional Standards and provide technical advice as required; respond to requests for information from commissioners, educators, governmental agencies, stakeholders and the public within established timeframes and guidelines; interpret and explain program policies, regulations and requirements to interested parties.

Print and provide copies of appropriate type of certificates and/or endorsements to applicant and to interested school districts to inform all parties of eligibility of applicant to educate in Nevada.

Correspond with applicants, as necessary, in the event that additional information or coursework is needed to complete the evaluation process or when an applicant is not eligible to receive a license to educate in Nevada.

Assist incoming applicants, educators, administrators, and others who are seeking educator licensure information and assistance.

Develop, compile, organize, consolidate and submit required documentation to include, but not limited to, reports, forms, logs, spreadsheets, and databases; respond to requests for data within established guidelines.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Educator Licensing Analyst II:** Under general direction, incumbents, in addition to performing the full range of duties described in the series concept, oversee the day-to-day activities of the unit and supervise lower level Educator Licensing Analysts to include performance appraisals, work performance standards, work assignment and review, scheduling, training, hiring and discipline; and may supervise administrative staff as assigned. This is the supervisory level in the series.

Incumbents ensure compliance with agency, statutory, and regulatory rules, regulations, policies and procedures; monitor business processes for efficiency and ease of use and make recommendations for changes; assist in the

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**CLASS CONCEPTS (cont'd)**

**Educator Licensing Analyst II:** (cont'd)

development of rules, regulations, policies and procedures; assist in budget development and monitoring; respond to customer complaints; develop analytical, narrative and/or statistical reports on unit activities; coordinate with Information Technology (IT) staff and vendors in the development, implementation and maintenance of unit databases and computer systems; testify in support of initiatives and proposed statutory/regulation changes on behalf of the department; attend meetings on behalf of leadership; and provide testimony and/or technical assistance regarding educator licensure.

**Educator Licensing Analyst I:** Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

**Educator Licensing Analyst Trainee:** Under close supervision, incumbents receive training in performing all or part of the duties described in the series concept. This is the trainee level in the series and incumbents may progress to the next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

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**MINIMUM QUALIFICATIONS**

**EDUCATOR LICENSING ANALYST II**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university and two years of professional experience in evaluating documents/applications which required making eligibility determinations based on policies, procedures, rules and regulations; **OR** graduation from high school or equivalent education and four years of experience as described above, two years of which were at the professional level; **OR** one year of experience as an Educator Licensing Analyst 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:** provisions, practices and guidelines regarding educator licensing. **General knowledge of:** database management and computer systems. **Skill in:** analyzing and evaluating college/university transcripts; communicating effectively verbally and in writing; interpreting rules and regulations. **Ability to:** supervise staff; write analytical, narrative and statistical reports; interpret, apply and explain agency programs, processes and procedures, complex laws and regulations, restrictions and standards to program clientele, representatives of external entities and other agencies; develop, review, revise and implement program 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):**  
**Detailed knowledge of:** federal and State regulations and guidelines governing assigned areas of responsibility. **Working knowledge of:** supervisory principles and practices. **General knowledge of:** State regulations and requirements related to budget development and maintenance, and personnel administration. **Ability to:** establish and maintain effective working relationships both internally and externally.

**EDUCATOR LICENSING ANALYST I**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university and one year of professional experience evaluating documents/applications which required making eligibility determinations based on policies, procedures, rules and regulations; **OR** graduation from high school or equivalent education and three years of experience as described above, one year of which was at the professional level; **OR** one year of experience as an Educator Licensing Analyst Trainee in Nevada State service; **OR** an equivalent combination of education and experience as described above.

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**MINIMUM QUALIFICATIONS (cont'd)**

**EDUCATOR LICENSING ANALYST I** (cont'd)

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

**Working knowledge of:** educator licensing requirements and procedures for each type of certificate, endorsement, educational major/minor, extension, renewal and update. **Ability to:** analyze transcripts to grant or deny licensure, using logic and quantitative reasoning; research and verify the level, content, unit value and grading system for courses at other educational institutions to determine appropriate course equivalencies; read and interpret technical or legal documents such as Nevada Administrative Code and Nevada Revised Statutes; analyze information, problems, situations, practices or procedures to define the problem or objective, identify patterns, tendencies and relationships, and to recognize alternatives and their implications; write grammatically correct, routine business correspondence; speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information and explain policies and procedures; make oral group presentations to provide information or explain policies and procedures; speak with people of various social, cultural, economic and educational backgrounds to ensure a complete understanding of Nevada regulations for becoming an educator; add, subtract, multiply and divide whole numbers and fractions to complete transcript evaluation duties and tasks; establish and maintain cooperative working relationships with support staff, co-workers, district personnel and supervisor; perform effectively with frequent interruptions and/or distractions; *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 Educator Licensing Analyst II.)*

**EDUCATOR LICENSING ANALYST TRAINEE**

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university and one year of paraprofessional experience reviewing documents/applications which required making eligibility determinations based on policies, procedures, rules and regulations; **OR** graduation from high school or equivalent education and three years of paraprofessional experience as described above which was equivalent to an Administrative Assistant 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):

**General knowledge of:** functions and operations of an administrative office; recordkeeping; basic interviewing practices; rights to privacy and confidentiality of information. **Skill in:** making accurate mathematical calculations including addition, subtraction, multiplication and division of whole numbers, fractions and decimals; computer applications to include word processing, spreadsheets and databases. **Ability to:** read and apply rules, regulations, policies and procedures; maintain confidentiality of licensee records; receive inquiries and provide information; verify information from a variety of sources; compile information and prepare reports; communicate effectively both verbally and in writing; operate computers and peripheral equipment to store, record and retrieve information; establish and maintain accurate records; work as part of a team.

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

*(These are identical to the Entry Level Knowledge, Skills and Abilities for Educator Licensing Analyst I.)*

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.

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