



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**JOB SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CHILD CARE FACILITIES INSPECTOR</b>	<b>33</b>	<b>B</b>	<b>10.519</b>
<b>SUPERVISOR, CHILD CARE FACILITIES INSPECTOR</b>	<b>35</b>	<b>B</b>	<b>10.517</b>

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**JOB SUMMARY**

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Child Care Facilities Inspectors conduct independent surveys of childcare facilities, child welfare emergency shelters, educational facilities, and facilities serving emotionally disturbed children, to determine compliance with State licensing regulations and to make licensure recommendations.

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**JOB DUTIES**

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**CHILD CARE FACILITIES INSPECTOR**

1. Conduct inspections by studying files, observing facilities, noting deficiencies, completing and submitting inspection results, making recommendations, and following up to ensure deficiencies have been corrected.
2. Evaluate curriculum and instruction provided to children by reviewing format, instructional methods, and observing classrooms to determine compliance.
3. Investigate complaints to ensure compliance, develop compliance plans, send cease and desist letters, and conduct follow-up as needed.
4. Determine if coordination with law enforcement and other agencies is necessary.
5. Provide consultation to facility operators, conduct training, and prepare and disseminate information.
6. Assist in revising regulations, policies, and procedures.
7. Review license applications, verify accuracy of information, and prepare license for final approval.
8. Maintain child care facility listings, files, and records.
9. Perform related duties as assigned.

**SUPERVISOR, CHILD CARE FACILITIES INSPECTOR**

1. Duties performed at the previous level, AND:
2. Participate in the development of laws, regulations, policies, and procedures and provide interpretation.
3. Prepare analytical, narrative, and statistical reports on activities.
4. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**EXPERIENCE AND EDUCATION**

**CHILD CARE FACILITIES INSPECTOR**

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

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**SUPERVISOR, CHILD CARE FACILITIES INSPECTOR**

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

**KNOWLEDGE, SKILLS, AND ABILITIES**

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

**CHILD CARE FACILITIES INSPECTOR**

Knowledge of:

- Applicable federal, State, and local laws, regulations, and agency policies and procedures; State and community resources for child care provider training, subsidies, and licensing; organization, management, and administration of child care facilities; principles, practices, techniques, and trends in children’s services and programs.
- Child growth and development processes, early childhood programs, and institutional care; health and safety standards such as food patterns, children’s nutrition, fire and life safety requirements, and infectious disease control methods; techniques used to evaluate curriculum and educational programs utilized in child care facilities.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Assist in the development of child care standards and licensing regulations and rules; evaluate programs and services of children’s agencies and facilities; prepare investigation reports, make recommendations, and issue decisions concerning licensing; organize materials and information in a systematic way to optimize efficiency.
- Interpret and apply laws, regulations, policies, procedures, and standards for appropriate child care licensing and regulating; interview effectively to evaluate the status and needs of the facility; locate, process, evaluate, and analyze information; produce documentation and records of observations and information obtained during inspections; assess safety and cleanliness of child care facilities; analyze situations and take appropriate actions.

**SUPERVISOR, CHILD CARE FACILITIES INSPECTOR**

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Principles and practices of supervision and human resources.

Ability to:

- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

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- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

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**SPECIAL REQUIREMENTS**

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1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:  
(Check all that apply)*

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|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

*Indicate any other requirements which are essential to the successful performance of this job:  
(Check all that apply)*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

*Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.*

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The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.