



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>
POLYGRAPH/BACKGROUND SUPERVISOR	37	B	11.298
POLYGRAPH/BACKGROUND EXAMINER	35	B	11.299
POLYGRAPH/BACKGROUND EXAMINER TRAINEE	32	B	11.297

SERIES CONCEPT

Polygraph/Background Examiners conduct polygraph examinations of parolees, probationers, and lifetime supervision offenders in criminal cases and/or applicants for employment, as requested by State and local law enforcement agencies and other agencies within the State; conduct preemployment background investigations for sworn employment candidates for the Department of Public Safety.

Review case information and/or meet with investigative personnel to identify issues to be covered in the examination process; determine appropriate polygraph technique to be used and write preliminary questions using case information.

Explain examination procedures to examinee, including information concerning legal rights; obtain signature on consent forms according to established policies; ask general questions of examinee regarding physiological conditions, medications and other health factors to determine fitness for examinations and/or impact on examination results; conduct preliminary interview and record information, formalize and review questions with examinee and modify as necessary.

Conduct polygraph examinations designed to disclose information regarding current offenses or conditions of the examinee's parole, probation and/or lifetime supervision including any amendments or special conditions; ask questions to determine truth or deception using polygraph instruments; ask probing questions based on verbal and/or physical responses from examinee and/or testing instruments; score polygraph examination and determine results; advise examinee of results; when results indicate a deceptive response, interview examinee for further clarification; document and write a report of findings to finalize examination results and distribute to requesting entity.

Calibrate polygraph instruments to ensure accurate test results; operate and maintain sound and video recording equipment.

Provide expert testimony in court and at hearings concerning the validity of information provided by suspects, witnesses and others involved in criminal proceedings.

Receive, review and/or research preemployment background application packets; gather and assess information and facts; determine the validity of documents received; ensure required documentation is received and complete; contact employment candidates to request missing information; research criminal history and traffic violation information from various law enforcement and judicial agencies and databases; ensure fingerprint records requests are submitted for processing and results are obtained; ensure background application packets comply with federal and State statutes and regulations and department policies and procedures.

Conduct interviews with appropriate individuals detailed in the employment candidates' personal history statement and hard copy and electronic background application packets; discuss sensitive information; ask clarifying questions; follow up on unanswered questions or conflicting statements; maintain accurate and detailed interview notes.

POLYGRAPH/BACKGROUND SUPERVISOR	37	B	11.298
POLYGRAPH/BACKGROUND EXAMINER	35	B	11.299
POLYGRAPH/BACKGROUND EXAMINER TRAINEE	32	B	11.297

Page 2 of 4

SERIES CONCEPT (cont'd)

Prepare comprehensive fact-based reports, memorandums and supplemental documents; identify distracting factors, chronological statements of facts, documentation obtained, findings and conclusions for consideration by the hiring manager and/or appointing authority; may be called upon to provide additional information regarding findings to unit supervisor, hiring manager and appointing authority.

Conduct preemployment polygraph examinations; review applicant information and/or meet with the hiring authority to identify issues to be covered in the examination process; determine appropriate polygraph technique to be used and write preliminary questions using applicant information.

Create, organize and maintain polygraph/background files; upload and file documentation in a designated database; maintain logs, spreadsheets and databases to track movement, ensure efficient recordkeeping and to ensure proper file closure; ensure confidentiality of information; release information upon receipt of properly executed consent agreements or court orders according to legal or regulatory requirements and/or agency policies and procedures; and provide statistical data to include in a report to the unit supervisor.

Perform related duties as assigned.

CLASS CONCEPT

Polygraph/Background Supervisor: Under general direction, the incumbent, in addition to performing the full range of duties described in the series concept, oversees the day-to-day activities of the unit and supervises lower level Polygraph/Background Examiners to include performance appraisals, work performance standards, work assignment and review; scheduling, training and discipline; and may supervise Background Investigation Technicians and administrative staff as assigned. This is the supervisory level in the series.

Polygraph/Background Examiner: Under limited supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

While incumbents may assist lower level Background Investigation Technicians in conducting background investigations on non-sworn employment candidates, their primary responsibility is performing polygraph examinations and conducting preemployment background investigations for sworn employment candidates for the Department of Public Safety.

Polygraph/Background Examiner Trainee: Under close supervision, incumbents receive training in performing 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.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Candidates must successfully pass a background investigation prior to consideration for appointment.
- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

POLYGRAPH/BACKGROUND SUPERVISOR	37	B	11.298
POLYGRAPH/BACKGROUND EXAMINER	35	B	11.299
POLYGRAPH/BACKGROUND EXAMINER TRAINEE	32	B	11.297

Page 3 of 4

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTE:

- * Candidates must qualify for, and successfully complete, the polygraph examiner licensure within one year of appointment and as a condition of continuing employment for the Polygraph/Background Supervisor and the Polygraph/Background Examiner.

POLYGRAPH/BACKGROUND SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in criminal justice, psychology, sociology, social work, business or public administration, or related field and one year of professional experience conducting polygraph examinations and/or background investigations for sworn law enforcement personnel; writing reports on the results of polygraph and/or examinations; and making recommendations for employment; **OR** an Associate's degree from an accredited college or university in criminal justice, psychology, sociology, social work, business or public administration, or related field and two years of professional experience as described above; **OR** graduation from high school or equivalent education and three years of professional experience as described above; **OR** current licensure as a Polygraph Examiner and one year of professional experience as described above; **OR** one year of experience as a Polygraph/Background Examiner in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

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

Detailed knowledge of: principles and practices of polygraph examinations. **Working knowledge of:** principles and practices of the background investigation process. **General knowledge of:** supervisory principles and practices. **Ability to:** define unit and program concerns, issues, and problems and then select the best course of action and make recommendations concerning appropriate resolution; organize, coordinate and supervise the activities of subordinate staff engaged in the operations of the unit to ensure that goals and objectives are met; *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: federal and State rules, regulations, policies and procedures related to the program area. **Working knowledge of:** department/division policies and procedures; State administrative regulations, policies, procedures and guidelines regarding personnel.

POLYGRAPH/BACKGROUND EXAMINER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in criminal justice, psychology, sociology, social work, business or public administration, or related field, and one year of professional experience in a law enforcement, social or behavioral services environment conducting background investigations and/or offender interviews to elicit responses pertaining to background history; writing and presenting comprehensive reports of findings; and managing a caseload; **OR** an Associate's degree from an accredited college or university in criminal justice, psychology, sociology, social work, public or business administration or related field, and two years of professional experience as described above; **OR** graduation from high school or equivalent education and three years of professional experience as described above; **OR** current licensure as a Polygraph Examiner; **OR** two years of experience as a Polygraph/Background Examiner Trainee in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

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

Working knowledge of: appropriate use, operation, calibration, and care of polygraph equipment; caseload management techniques; methods and techniques of interviewing; legal rights of citizens; court procedures. **General knowledge of:** criminal and case laws applicable to criminal investigations; professional courtroom demeanor and etiquette. **Ability to:** maintain cooperative and effective working relationships with law enforcement agencies, government officials, the judicial system, and the general public; read and interpret

POLYGRAPH/BACKGROUND SUPERVISOR	37	B	11.298
POLYGRAPH/BACKGROUND EXAMINER	35	B	11.299
POLYGRAPH/BACKGROUND EXAMINER TRAINEE	32	B	11.297

Page 4 of 4

MINIMUM QUALIFICATIONS (cont'd)

POLYGRAPH/BACKGROUND EXAMINER (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 court orders, legal documents, complaints and judgments; conduct interviews; independently conduct polygraph examinations; transcribe from a tape; recognize emergency or dangerous situations and inform law enforcement personnel; gain the confidence of others; present findings both verbally and in writing in a clear and concise manner before management, State officials and the judicial system; discuss and explain agency policies and procedures to persons of various backgrounds, write concise, logical comprehensive reports; read and interpret statutes and agency policies and procedures; testify in court; maintain current knowledge of computerized polygraph equipment and techniques; *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 Polygraph/Background Supervisor.)

POLYGRAPH/BACKGROUND EXAMINER TRAINEE

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in criminal justice, psychology, sociology, social work, business or public administration, or related field and one year of technical or paraprofessional experience performing investigative, auditing or program-related duties which required the application of federal and State statutes; reviewing documents for program compliance determinations; and preparing reports of findings; **OR** an Associate's degree from an accredited college or university in criminal justice, psychology, sociology, social work, business or public administration, or related field and two years of experience as described above; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** one year of experience as a Background Investigation Technician II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: the theories of human behavior and psychology; confidentiality rules and regulations; methods and techniques of interviewing individuals to obtain needed information; research techniques and application; methods and practices used in developing and presenting information. **Ability to:** conduct interviews to ascertain factual information; record information quickly and accurately; convey accurate and precise data in a timely manner; write concise, logical, grammatically correct reports and memorandums; interpret, apply and explain applicable statutes, regulations, policies and procedures; work independently and as part of a team; communicate effectively both verbally and in writing; effectively interact and communicate with a variety of individuals from various socioeconomic, cultural, economic and educational backgrounds.

FULL KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Polygraph/Background Examiner.)

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>11.298</u>	<u>11.299</u>	<u>11.297</u>
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