



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

MEMORANDUM
HR#47-16

May 11, 2016

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Rachel Baker at rbaker@admin.nv.gov no later than June 9, 2016.

If no written objections are received in this office by June 9, 2016, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **Posting #48-16**
Posting Expires: **June 9, 2016**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
13.265	Youth Parole Counselor III	40*	B	<i>13.265</i>	<i>Youth Parole Counselor III</i>	<i>40*</i>	<i>B</i>
13.266	Youth Parole Counselor II	39*	B	<i>13.266</i>	<i>Youth Parole Counselor II</i>	<i>39*</i>	<i>B</i>
13.267	Youth Parole Counselor I	35*	B	<i>13.267</i>	<i>Youth Parole Counselor I</i>	<i>35*</i>	<i>B</i>

* Reflects a 3-grade, special salary adjustment granted by the Legislature to improve recruitment and retention.

Basis for Recommendation

At the request of the Department of Health & Human Services (DHHS), Division of Child & Family Services (DCFS), the Division of Human Resource Management has conducted a review of the Youth Parole Counselor Series. Analysts within the Division of Human Resource Management worked with subject matter experts from DCFS, and as a result of this review, it is recommended that the experience requirements of the minimum qualifications at the Youth Parole Counselor II and I levels be revised.

It is recommended that the experience required be clarified and broadened in order to expand and encompass a broader range of applicants. It is also recommended that equivalencies be added for Correctional Officers, Forensic Specialists, Group Supervisors and Parole & Probation Specialists both to enlarge the number of qualified applicants and create an additional career ladder for current State employees.

These modifications required no changes to 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.

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

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by June 9, 2016. Objections should be addressed to Rachel Baker, Supervisory Personnel Analyst, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: May 11, 2016



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>
YOUTH PAROLE COUNSELOR III	40*	B	13.265
YOUTH PAROLE COUNSELOR II	39*	B	13.266
YOUTH PAROLE COUNSELOR I	35*	B	13.267

SERIES CONCEPT

Youth Parole Counselors provide supervision, enforce parole agreements and stipulations, and determine appropriate placement, counseling, educational goals, and work programs of assigned youth; work directly with community-based placements, rehabilitation and counseling programs, schools, the juvenile justice system, local law enforcement agencies and families in developing an appropriate parole and treatment program.

Meet with juvenile institution staff, youth, juvenile judges, counselors, families and placement centers to develop parole and treatment plans, goals and objectives; monitor activities of youth while institutionalized and develop an aftercare program to guide reintegration into the community.

Act as a liaison with a variety of community agencies including neighborhood resource teams, schools, counseling and treatment centers, juvenile justice system, State and county welfare, and community-based placements to coordinate the treatment, counseling and supervision needs of youth.

Document all contact involving youth, family and legal interactions within a statewide database; collect appropriate data regarding caseload interaction and report data according to established requirements and timelines.

Monitor progress reports and compile data for inclusion in the automated information system from the institution, community-based placements, school, work, treatment programs and direct observation; prepare file notes, required forms and reports to reflect ward's progress or violation of stipulated agreements, program rules and regulations and take appropriate action; recommend and facilitate the implementation of the parole plan and submit to supervisor for review.

Meet with assigned youth on a regular basis and conduct unscheduled visits at home, at work, or in school; discuss parole and treatment goals and accomplishments; correct inappropriate behavior or violations; recommend and assist youth in developing objectives to meet parole requirements.

Provide guidance and counsel youth and family regarding rules, appropriate behavior, program opportunities, personal or family problems, emergency situations and medical or psychological needs; make appropriate referrals and encourage behavior modification; chronologically document information received from youth, family, referral services, and State agencies and develop required reports.

Perform enforcement activities regarding parole violations; assist local law enforcement and State agencies; locate, apprehend, transfer, arrest, book and detain youth; appear in court with child when adjudicated and prepare necessary paperwork such as petitions, judge orders, and revocations.

Investigate and make placement decisions regarding interstate compact of juveniles from other states; visit family or relatives and conduct home survey; recommend approval or denial to grant residency in the State.

*** Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention.**

YOUTH PAROLE COUNSELOR III
YOUTH PAROLE COUNSELOR II
YOUTH PAROLE COUNSELOR I

40* **B** **13.265**
39* **B** **13.266**
35* **B** **13.267**

Page 2 of 5

SERIES CONCEPT (cont'd)

Appear as an officer of the court at court hearings, set court dates and coordinate with parents and District Attorneys; ensure compliance with court orders including counseling, restitution, community service, and special placement; prepare various court documents and reports including Parole Agreements, Violation Reports, Review Hearing Reports, social histories, dispositional reports, certification reports and termination reports; provide recommendations to court regarding detention, alternative placement, termination and revocation of parole.

Arrange for services to youth and their families to include substance abuse counseling, mental health evaluations, residential placement and/or outpatient treatment; routinely administer urinalysis tests to verify compliance with parole agreements; provide recommendations to supervisor for review.

Perform related duties as assigned.

CLASS CONCEPTS

Youth Parole Counselor III: Under limited supervision, incumbents investigate and develop new programs and services regarding needs, availability and funding; conduct the most complex and difficult casework assignments; serve as a team leader by assisting Youth Parole Counselor I and II's in the performance of their duties, provide training and conduct case reviews; act as a liaison with other State agencies, local enforcement, school districts, mental health agencies, and community-based placements to aid in program development, increase public awareness and promote community relations; conduct specialized temporary assignments.

Youth Parole Counselor II: Under general supervision, incumbents perform the duties outlined in the series concept at the journey level.

Youth Parole Counselor I: Under close supervision, incumbents receive training in performing all or part of the duties outlined in the series concept. This is the entry level in the series and provides for progression to the next level upon satisfactory performance, meeting the minimum qualifications and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.

INFORMATIONAL NOTES:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Incumbents hired at the Youth Parole Counselor I level must successfully complete a Nevada P.O.S.T. approved law enforcement academy within one year of appointment.

YOUTH PAROLE COUNSELOR III
YOUTH PAROLE COUNSELOR II
YOUTH PAROLE COUNSELOR I

40* B 13.265
39* B 13.266
35* B 13.267

Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

YOUTH PAROLE COUNSELOR III

EDUCATION AND EXPERIENCE: Graduation from a Category II peace officer academy approved by the Nevada Commission on Peace Officers' Standards and Training; a Bachelor's degree from an accredited college or university in criminal justice, psychology, social work or closely related field; and three years of experience conducting casework services, making program eligibility determinations, preparing detailed reports, ~~[dealing]~~ **coordinating** with law enforcement agencies, the juvenile justice system, child welfare system, and related State agencies regarding the preparation of parole agreements, placement, program development, obtaining services and the legal process of assigned youth; **OR** graduation from a Category II peace officer academy approved by the Nevada Commission on Peace Officers' Standards and Training; graduation from high school or equivalent education and five years of experience as described above; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Youth Parole Counselor II in Nevada State service. (*See Special Requirement and Informational Notes*)

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

Detailed knowledge of: investigative and interviewing techniques; casework methods and procedures; and courtroom procedure, court documents and parole agreements. **Working knowledge of:** interstate compact policy and procedure; casework principles and practices; crisis intervention techniques; the laws of arrest and the use of force; the functions of various law enforcement and human service agencies; various judicial jurisdictions including Indian colonies and reservations; detention criteria; and agency policy and procedures regarding classification and parole planning. **General knowledge of:** psychological terminology and testing methods. **Ability to:** write various reports and legal documents required by the court, community resource agencies, institutions, schools and diagnostic services; work as part of a team; interact with both institutional and parole staff, parents, law enforcement agencies, schools and other State agencies; systematically arrange youth into risk needs categories; analyze problems, situations, practices and procedures to identify relevant concerns or factors to formulate logical and objective conclusions; recognize and react appropriately to emergency or dangerous situations that may affect the safety and security of assigned youth, staff members and the community and take appropriate action; independently conduct supervision of assigned youth; work on a variety of assignments with minimal supervision; prioritize assignments with changing workloads and deadlines; gain the confidence of others, reason persuasively and take corrective action; assist in the development of agency goals, objectives, operating policy and procedure; *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: local resources available to implement specialized treatment programs and parole plans; the judicial process related to the adjudication of juvenile offenders; agency policies and procedures; federal and State laws pertaining to the supervision and treatment of assigned youth.

YOUTH PAROLE COUNSELOR II

EDUCATION AND EXPERIENCE: Graduation from a Category II peace officer academy approved by the Nevada Commission on Peace Officers' Standards and Training; a Bachelor's degree from an accredited college or university in criminal justice, psychology, social work or closely related field; and two years of experience **in the criminal justice system to include** conducting casework services, making program eligibility determinations, **investigating offenders**, preparing detailed reports **for the purpose of justifying criminal sanctions and/or prosecution**, or ~~[dealing]~~ **coordinating** with law enforcement agencies, the juvenile justice system, child welfare system, and related State agencies regarding the preparation of parole agreements, placement, program development, obtaining services and the legal process of assigned youth; **OR** graduation from a Category II peace officer academy approved by the Nevada Commission on Peace Officers' Standards and Training; graduation from high school or equivalent education and four years of experience as described above; **OR two years of experience as a Youth Parole Counselor I in Nevada State service**; **OR** an equivalent combination of education and experience **as described above.** [~~OR two years of~~]

YOUTH PAROLE COUNSELOR III
YOUTH PAROLE COUNSELOR II
YOUTH PAROLE COUNSELOR I

40* B 13.265
39* B 13.266
35* B 13.267

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

YOUTH PAROLE COUNSELOR II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

~~experience as a Youth Parole Counselor I in Nevada State service.]~~ (See *Special Requirement and Informational Notes*)

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

Working knowledge of: counseling techniques related to juvenile offenders; the treatment team concept; specific security techniques involving the supervision of youth; criminal and administrative law and due process as applied to juvenile offenders; cultural and ethnic differences as applied to program placement of youth. **General knowledge of:** the basic principles of psychology in order to adequately recognize, address and react to individual needs or problems of youth and refer to appropriate resources; causes of deviant emotional or psychological behavior. **Ability to:** establish and maintain cooperative working relationships with staff, outside agencies, parents and the general public; adjust priorities quickly as dictated by circumstances; apply casework principles in the supervision of youth; work and communicate with juvenile offenders with various social, cultural, economic and educational backgrounds; interpret and evaluate case histories and criminal records; maintain a professional demeanor in the face of resistance, indifference or hostility; monitor and evaluate program activities and progress; *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 Youth Parole Counselor III.)*

YOUTH PAROLE COUNSELOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in criminal justice, psychology, social work or closely related field; **OR** graduation from high school or equivalent education and two years of experience *in the criminal justice system to include* conducting casework services, making program eligibility determinations, *investigating offenders*, preparing detailed reports *for the purposes of justifying criminal sanctions and/or prosecution, or [dealing] coordinating* with law enforcement agencies, the juvenile justice system, community-based placements, and related State agencies regarding the preparation of parole agreements, placement, program development, obtaining services and the legal process of assigned youth; **OR** *one year of experience as either a Correctional Officer or Forensic Specialist III in Nevada State service; OR two years of experience as either a Group Supervisor II or Parole & Probation Specialist II in Nevada State service; 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):

General knowledge of: investigative techniques; interviewing techniques; law enforcement principles and practices, casework services and court processes. **Ability to:** write concise, logical, grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar; record information quickly and accurately; read and interpret statutes and bureau policy 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 Youth Parole Counselor II.)*

YOUTH PAROLE COUNSELOR III
YOUTH PAROLE COUNSELOR II
YOUTH PAROLE COUNSELOR I

40* B 13.265
39* B 13.266
35* B 13.267

Page 5 of 5

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>13.265</u>	<u>13.266</u>	<u>13.267</u>
ESTABLISHED:	9/27/84	3/1/62	9/1/63
REVISED:	12/18/85-12	12/1/68	12/1/68
REVISED:		10/13/78-3	10/13/78-3
REVISED:		12/19/85-12	12/19-85-12
REVISED:	8/6/87-3	8/6/87-3	8/6/87
REVISED:	7/1/91P	7/1/91P	7/1/91P
	10/19/90PC	10/19/90PC	10/19/90PC
REVISED:	11/15/91PC	11/15/91PC	11/15/91PC
REVISED:			10/7/94UC
REVISED:	7/1/97LG	7/1/97LG	7/1/97LG
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	7/1/01LG	7/1/01LG	7/1/01LG
REVISED:	6/20/06UC	6/20/06UC	6/20/06UC
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	10/1/07LG	10/1/07LG	10/1/07LG
REVISED:	12/10/10PC	12/10/10PC	12/10/10PC
REVISED:	6/9/16UC	6/9/16UC	6/9/16UC