



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov | Fax: (775) 684-0122

MEMORANDUM
HR#70-16

September 12, 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 Cassie Moir at cmoir@admin.nv.gov no later than October 10, 2016.

If no written objections are received in this office by October 10, 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 #06-17
Posting Expires: October 10, 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
10.247	Health/Human Services Professional Trainee	30	B	<i>10.247</i>	<i>Health/Human Services Professional Trainee</i>	<i>30</i>	<i>B</i>

Basis for Recommendation

At the request of the Department of Health & Human Services (DHHS), the Division of Human Resource Management has conducted a review of the Health/Human Services Professional Trainee series. Analysts within the Division of Human Resource Management worked with subject matter experts from DHHS, and as a result of this review, it is recommended that the series concept be amended to allow for additional occupational subgroups from the Medical, Health & Related Services and Social Services & Rehabilitation Occupational Groups.

This modification will allow for greater flexibility in the recruitment process, a greatly expanded applicant pool and increase upward mobility for current employees. This change requires no modifications to the minimum qualifications.

Throughout the process, management staff within DHHS and the Division of Human Resource Management 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 October 10, 2016. Objections should be addressed to Cassie Moir, Deputy Division Administrator, 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: September 12, 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>
HEALTH/HUMAN SERVICES PROFESSIONAL TRAINEE	30	B	10.247

Under immediate supervision, incumbents perform duties below the journey level while receiving training for advancement to an entry-level professional health/human services class. This class may be used for entry into Child Care *Facilities* [Development] Surveyor, *Health Facilities Inspector*, Developmental Specialist, Health Program Specialist, Psychiatric Caseworker, Quality Assurance Specialist, *Social Worker*, ~~[and]~~ *or* other professional health/human services series *from the Medical, Health & Related Services or Social Services & Rehabilitation Occupational Groups*, in any department of State government.

Employees in this class receive on-the-job training in the duties performed in the particular professional field. Training received is designed to prepare individuals to do the entry-level work in a particular class. On the job training may be supplemented by formal or informal classroom courses and/or workshops.

Duties will involve assignment of entry-level professional work that is closely monitored by a journey-level professional or supervisor in the particular field. Duties may include performing technical and/or paraprofessional work in the professional field in order to build a foundation of theoretical and/or experiential knowledge.

This is an entry-level trainee class. Employees in this class will progress within the appropriate professional series pursuant to regulations regarding automatic advancement.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Some series that may utilize the Health/Human Services Professional Trainee class strictly require at least a Bachelor's degree to qualify. For those series, only applicants who possess a Bachelor's or higher degree may be considered qualified for this class.

INFORMATIONAL NOTE:

- * Applicants who possess a Bachelor's degree in a discipline directly related to the field in which the applicant is to be trained will not be required to take the written examination for Health/Human Services Professional Trainee.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in social work, early childhood development, psychology, public health, special education, nursing, or other discipline directly related to the field in which the applicant is to be trained; **OR** two years of journey level technical or paraprofessional experience in the field in which the applicant is to be trained (NOTE: some jobs strictly require a Bachelor's degree). (*See Special Requirement and Informational Note*)

MINIMUM QUALIFICATIONS (cont'd)

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

Working knowledge of: problem solving techniques; research techniques; basic mathematics. **Ability to:** write grammatically correct correspondence; read and understand technical information related to the profession; communicate verbally to express ideas and explain problems/solutions/findings; analyze problems and develop logical solutions; interact effectively with clients and/or staff from a variety of backgrounds.

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 professional class series.)

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.

10.247

ESTABLISHED: 8/10/07UC
REVISED: **10/10/16UC**