



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
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**MEMORANDUM**  
**HR#36-18**

July 26, 2018

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – SUBSTANCE ABUSE  
COUNSELOR SERIES

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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 Beverly Ghan at [bghan@admin.nv.gov](mailto:bghan@admin.nv.gov) no later than August 27, 2018.

If no written objections are received in this office by August 27, 2018, 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 #3-19  
Posting Expires: August 27, 2018

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	EEO-4
12.466	Substance Abuse Counselor III	35	B	<i>12.466</i>	<i>Substance Abuse Counselor III</i>	<i>35</i>	<i>B</i>
12.469	Substance Abuse Counselor II	33	B	<i>12.469</i>	<i>Substance Abuse Counselor II</i>	<i>33</i>	<i>B</i>
12.470	Substance Abuse Counselor I	31	B	<i>12.470</i>	<i>Substance Abuse Counselor I</i>	<i>31</i>	<i>B</i>

## ***Basis for Recommendation***

Due to changes adopted during the 2017 Legislative Session (LCB File No. R069-17), the Department of Corrections has requested changes be made to the Substance Abuse Counselor Series. LCB File No. R069-17 revised NAC 641C.280 to allow for those Certified as an Alcohol and Drug Abuse Counselor to supervise Certified Interns. Analysts within the Division of Human Resource Management (DHRM) worked with subject matter experts from the Department of Corrections and, as a result, it is recommended that modifications to the existing class specifications for Substance Abuse Counselor III be made to reflect these changes.

The Informational Notes were amended to reflect the new language adopted in NAC 641C.280 and corresponding changes were made to the Education & Experience section of the Minimum Qualifications for the Substance Abuse Counselor III. Additional clarifying information was also added to the Substance Abuse Counselor III detailing accepted equivalencies.

Furthermore, minor changes were made to the series concept to account for changes in verbiage, new assessment instruments and to clarify job duties.

These changes will allow for greater flexibility in the recruitment process and will generate a more robust pool of applicants, both internally and externally.

Throughout the review, management staff within the Department of Corrections and Analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes. Input was also obtained from other agencies that utilize this series, to include the Department of Health & Human Services and the Department of Public Safety, and they offered no objections to the request.

***Note: Changes to the class specifications are noted as follows: additions in blue and deletions 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, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. For more information call (775) 684-0130.

**Objections to the proposed change(s) must be received in writing by August 27, 2018.** Objections should be addressed to Beverly Ghan, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

**POSTING DATE: July 26, 2018**



**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>
SUBSTANCE ABUSE COUNSELOR III	35	B	12.466
SUBSTANCE ABUSE COUNSELOR II	33	B	12.469
SUBSTANCE ABUSE COUNSELOR I	31	B	12.470

**SERIES CONCEPT**

Substance Abuse Counselors perform professional duties in *areas of screening*, assessment, case management, education, and treatment of clients and perform related administrative duties and recordkeeping in accordance with the standards and requirements of the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors.

Perform initial *[intake] screenings* and *assessments [evaluation]* of clients; review personal history files and court documents and conduct personal interviews; gather pertinent information with the use of screening and assessment instruments such as *Nevada Risk Assessment System (NRAS)*, American Society of Addiction Medicine (ASAM) and Diagnostic Statistical Manual (DSM) standards; diagnose and/or classify substance abusers, extent of alcohol and drug abuse and personality traits; determine classification, level of care, treatment needs and continuity of care.

Prepare written treatment plans; monitor and document client progress in relation to treatment plans, goals and objectives and adjust level of care accordingly; document contacts and services; prepare assessment, discharge, and progress reports and summaries as required.

Plan, develop, organize and conduct alcohol and drug abuse cessation and prevention classes; prepare course curriculum based upon the goals and objectives set by the facility; conduct orientation and individual and/or group counseling, intervention, education and referral; *facilitate crisis and behavior intervention to include referral for mental health services and/or other resources*; consult with and utilize other services, agencies, resources and professionals as needed.

Provide in-service training regarding counseling programs, education and services related to alcohol and drug abuse.

Prepare statistical documentation and reports on caseload activities and services.

Maintain ethics and confidentiality standards according to regulation.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Substance Abuse Counselor III:** Under general direction, incumbents supervise the clinical practice of subordinate Substance Abuse Counselors; provide information and recommendations regarding clinical aspects of the program to management; facilitate therapeutic program activities; maintain program records and prepare periodic reports; provide technical guidance to professional program staff; and may provide direct treatment services to clients as required and as described in the series concept. This is the supervisory level in the series.

<b>SUBSTANCE ABUSE COUNSELOR III</b>	<b>35</b>	<b>B</b>	<b>12.466</b>
<b>SUBSTANCE ABUSE COUNSELOR II</b>	<b>33</b>	<b>B</b>	<b>12.469</b>
<b>SUBSTANCE ABUSE COUNSELOR I</b>	<b>31</b>	<b>B</b>	<b>12.470</b>

**CLASS CONCEPTS (cont'd)**

**Substance Abuse Counselor III:** (cont'd)

Accept clients for clinical admission as recommended by medical/mental health intake staff; review lesson plans and treatment plans to ensure adherence to core curriculum requirements; monitor quality of care through review and evaluation of case records and activities; monitor the progress of clients through consultation with case managers and participation in treatment team meetings.

Coordinate and facilitate treatment planning, program activities, and the provision of services with other department personnel which may include custody or supervisory staff, psychologists, clinical social workers, nurses, substance abuse counselors and educators; participate in treatment planning for patients with co-occurring disorders; conduct treatment team meetings to discuss the client's progress and recommended course of treatment; monitor discharge planning; meet regularly with management regarding program standards and resources.

Supervise professional personnel including Substance Abuse Counselors and others to accomplish established goals and objectives; interview applicants; train staff in the use of the department's treatment curriculum, operations, and programming manual; assign work, provide guidance and motivation, evaluate performance and initiate disciplinary action as required.

**Substance Abuse Counselor II:** Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series and is distinguished from the lower level by greater independence, judgment and decision-making required, and completion of a Board-approved internship.

**Substance Abuse Counselor I:** Under close supervision of a Licensed Substance Abuse Counselor, incumbents gain knowledge of, and are trained in, the full range of duties described in the series concept. Incumbents must be certified as an Alcohol and Drug Abuse Counselor Intern by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors. This is the entry level in the series. Progression to Substance Abuse Counselor II may only occur upon meeting minimum qualifications and with the recommendation of the appointing authority.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENT:**

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

**INFORMATIONAL NOTES:**

- \* Substance Abuse Counselor I's - certification as an Alcohol and Drug Abuse Counselor Intern from the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors within 30 days of appointment and as a condition of continuing employment.
- \* *Per NAC 641C.280 Substance Abuse Counselors who supervise a certified intern must have Certification as a Supervisor of Alcohol and Drug Interns by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors. Substance Abuse Counselor III positions that supervise Substance Abuse Counselor I positions must have this certification at the time of appointment and as a condition of continuing employment.*

<b>SUBSTANCE ABUSE COUNSELOR III</b>	<b>35</b>	<b>B</b>	<b>12.466</b>
<b>SUBSTANCE ABUSE COUNSELOR II</b>	<b>33</b>	<b>B</b>	<b>12.469</b>
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### MINIMUM QUALIFICATIONS (cont'd)

#### SUBSTANCE ABUSE COUNSELOR III:

**EDUCATION AND EXPERIENCE:** Licensure as an Alcohol and Drug Abuse Counselor by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors and two years of experience as a journey level Substance Abuse Counselor which must have included leading treatment teams, conducting clinical counseling, and implementing an established substance abuse program ***OR Licensure as an Alcohol and Drug Abuse Counselor by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors and two years of experience as a Substance Abuse Counselor II in Nevada State service; OR Certification as an Alcohol and Drug Abuse Counselor (CADC) by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors and five years as a journey level Substance Abuse Counselor as described above; OR CADC by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors and five years of experience as a Substance Abuse Counselor II in Nevada State service.*** (See Special Requirement and Informational Notes)

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

**Working knowledge of:** the principles, practices, and methods of substance abuse counseling and education; facilities, programs, and related resources available for rehabilitation, education, and training of substance abusers; policies and procedures pertaining to legal, medical and mental health programs; leadership and decision-making skills. **Ability to:** oversee the day-to-day clinical practice of subordinate Substance Abuse Counselors; effectively lead a treatment team; communicate effectively in conflict situations; organize work flow to accomplish established objectives; delegate responsibility; *and all knowledge, skills and abilities required at the lower levels.*

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

**Working knowledge of:** agency and State administrative policies and procedures; principles and practices of supervision. **Ability to:** establish and maintain cooperative working relationships with subordinate staff, supervisors, legal personnel, and medical and mental health professionals; supervise and evaluate the performance of professional staff; provide training, guidance and motivation to subordinate staff and initiate disciplinary action; assign and review case work.

#### SUBSTANCE ABUSE COUNSELOR II:

**EDUCATION AND EXPERIENCE:** Certification as an Alcohol and Drug Abuse Counselor by the State of Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors. (See Special Requirement and Informational Notes)

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

**Working knowledge of:** federal and State alcohol and drug abuse laws, rules and regulations; illegal substances, drug classifications, and psychiatric medications used to treat abusers of alcohol and/or drugs; psychological and physiological effects of substance abuse; concepts, principles and techniques used in the screening, assessment and evaluation of abusers of alcohol and/or drugs; counseling and treatment of alcohol and/or drug abusers in group and individual settings; facilities, programs, and related resources available for rehabilitation, education, discharge planning for continuity of care, and training in the field of substance abuse; American Society of Addiction Medicine (ASAM) levels of service and treatment and the current edition of the Diagnostic Statistical Manual (DSM). **Ability to:** write concise, logical and grammatically correct analytical reports assessing the progress of clients in alcohol and drug treatment programs; provide in-service training; evaluate and document client progress towards treatment goals and plan, coordinate, and facilitate appropriate follow-up activities; foster a stimulating, accepting learning environment; work independently and as a team member; provide group treatment and individual substance abuse counseling using accepted treatment modalities; *and all knowledge, skills and abilities required at the lower level.*

<b>SUBSTANCE ABUSE COUNSELOR III</b>	<b>35</b>	<b>B</b>	<b>12.466</b>
<b>SUBSTANCE ABUSE COUNSELOR II</b>	<b>33</b>	<b>B</b>	<b>12.469</b>
<b>SUBSTANCE ABUSE COUNSELOR I</b>	<b>31</b>	<b>B</b>	<b>12.470</b>

**MINIMUM QUALIFICATIONS (cont'd)**

**SUBSTANCE ABUSE COUNSELOR II:** (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Working knowledge of:** laws, regulations and procedures common to criminal justice systems; policies of the institution or agency to which assigned.

**SUBSTANCE ABUSE COUNSELOR I:**

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a field of social science approved by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors and eligibility for certification as an Alcohol and Drug Counselor Intern as established by State law and the Board. (See *Special Requirement and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):  
**General knowledge of:** federal and State alcohol and drug abuse laws, rules and regulations; illegal substances, drug classifications and psychiatric medications used to treat abusers of alcohol and/or drugs; concepts, principles and techniques used in the screening, assessment and evaluation of abusers of alcohol and/or drugs; counseling and treatment of substance abusers in group and individual settings; American Society of Addiction Medicine (ASAM) levels of service and treatment and the current edition of the Diagnostic Services Manual (DSM). **Ability to:** read technical, legal and scientific documents; interact and communicate effectively with persons of various social, cultural, economic and educational backgrounds; establish and maintain cooperative working relationships with others; write concise, logical and grammatically correct reports; explain policies, procedures, theories, and concepts to clients and families; make oral group presentations; follow through on assignments as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
*These are identical to the Entry Level Knowledge, Skills and Abilities required for Substance Abuse Counselor II.*

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>12.466</u>	<u>12.469</u>	<u>12.470</u>
ESTABLISHED:	7/1/93P	5/20/88PC	
REVISED:	10/23/93PC	7/1/91P	
	3/29/01UC	7/6/90PC	
REVISED:		11/15/91PC	
REVISED:		7/1/93P	
		10/23/92PC	
REVISED:		3/29/01UC	
REVISED:	6/25/04PC	6/25/04PC	6/25/04PC
<b>REVISED:</b>	<b>8/27/18UC</b>	<b>8/27/18UC</b>	<b>8/27/18UC</b>