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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#46-19

September 4, 2019

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – EDUCATOR LICENSING
ANALYST SERIES

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 Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than October 3, 2019.

If no written objections are received in this office by October 3, 2019, 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 #02-20
Posting Expires: October 3, 2019

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
	<i>New</i>			5.222	<i>Educator Licensing Analyst II</i>	35	<i>B</i>
5.221	Teacher Licensing Analyst	33	B	5.221	<i>Educator Licensing Analyst I</i>	33	<i>B</i>
	<i>New</i>			5.219	<i>Educator Licensing Analyst Trainee</i>	31	<i>B</i>

Basis for Recommendation

As the result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Education (DOE) and analysts within the Division of Human Resource Management (DHRM), it was determined that two new levels in the Teacher Licensing Analyst series be created to account for a supervisory level and a trainee level. Furthermore, it was determined that the classes within the series be renamed Educator Licensing Analyst to be consistent with verbiage utilized in the Educator Licensure Section within DOE.

Educator Licensing Analysts evaluate transcripts and determine eligibility for educator licensure for one of two geographical division of the State.

- a) The newly established Educator Licensing Analyst II, in addition to performing the full range of duties described in the series concept, will oversee the day-to-day activities of the unit and supervise lower level Educator Licensing Analysts. Incumbents ensure compliance with agency, statutory, and regulatory rules, regulations, policies and procedures; monitor business processes for efficiency and ease of use and make recommendations for changes; assist in the development of rules, regulations, policies and procedures; assist in budget development and monitoring; respond to customer complaints; develop analytical, narrative and statistical reports on unit activities; coordinate with Information Technology staff and vendors in the development, implementation and maintenance of unit databases and computer systems; testify in support of initiatives and proposed statutory/regulation changes on behalf of the department; attend meetings on behalf of leadership; and provide testimony and/or technical assistance regarding educator licensure. This will be the supervisory level in the series.
- b) The existing Teacher Licensing Analyst is renamed to Educator Licensing Analyst I and will perform the full range of duties described in the series concept. This will be the journey level in the series.
- c) The Educator Licensing Analyst Trainee receives training in performing 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.

It is recommended that the Educator Licensing Analyst II be allocated at grade 35 and the Educator Licensing Analyst Trainee at a grade 31. This is a two-grade differential between levels in the series, which is consistent with most class specifications within State service. The EEO-4 job category will remain at the category “B – Professional” which are occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which

provides comparable knowledge.

In addition, representative duties were added to the series concept to account for the responsibility incumbents have regarding interpreting and explaining policies, regulations and requirements; responding to requests for information; and developing, compiling, organizing, consolidating and submitting documentation.

Lastly, minor changes were made to the existing Teacher Licensing Analyst, newly titled Educator Licensing Analyst I, to maintain consistency with formatting and structure.

Throughout the review, management staff within DOE and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Changes to the class specification 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. You may also view the recommendations and specifications online at hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/. For additional information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by October 3, 2019. Objections should be addressed to Beverly Ghan, Deputy 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: September 4, 2019



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>
<i>EDUCATOR LICENSING ANALYST II</i>	35	B	5.222
[TEACHER] <i>EDUCATOR LICENSING ANALYST I</i>	33	B	5.221
<i>EDUCATOR LICENSING ANALYST TRAINEE</i>	31	B	5.219

SERIES CONCEPT

~~[Under general supervision, Teacher]~~ *Educator* Licensing Analysts evaluate transcripts and determine eligibility for ~~[teacher]~~ *educator* licensure for one of two geographical divisions of the State.

Evaluate college/university transcripts to determine the eligibility of individuals to receive a Nevada ~~[Teacher]~~ *Educator* License; compute number of hours and areas on submitted transcripts and compare results to the requirements of the law and applicable manual to determine if the requirements are met for licensure and/or endorsements; review applications to determine if applicants meet the citizenship requirements of the law; review catalogs to determine if the college/university attended by the applicant was properly accredited by a nationally recognized accrediting association.

Attend meetings of the Commission on Professional Standards and provide technical advice as required; *respond to requests for information from commissioners, educators, governmental agencies, stakeholders and the public within established timeframes and guidelines; interpret and explain program policies, regulations and requirements to interested parties.*

Print and provide copies of appropriate type of certificates and/or endorsements to applicant and to interested school districts to inform all parties of eligibility of applicant to ~~[teach]~~ *educate* in Nevada.

Correspond with applicants, as necessary, in the event that additional information or coursework is needed to complete the evaluation process or when an applicant is not eligible to receive a license to ~~[teach]~~ *educate* in Nevada.

Assist incoming applicants, ~~[teachers]~~ *educators*, administrators, and others who are seeking ~~[teacher]~~ *educator* licensure information and assistance.

Develop, compile, organize, consolidate and submit required documentation to include, but not limited to, reports, forms, logs, spreadsheets, and databases; respond to requests for data within established guidelines.

Perform related duties as assigned.

CLASS CONCEPTS

Educator Licensing Analyst II: Under general direction, incumbents, in addition to performing the full range of duties described in the series concept, oversee the day-to-day activities of the unit and supervise lower level Educator Licensing Analysts to include performance appraisals, work performance standards, work assignment and review, scheduling, training, hiring and discipline; and may supervise administrative staff as assigned. This is the supervisory level in the series.

Incumbents ensure compliance with agency, statutory, and regulatory rules, regulations, policies and procedures; monitor business processes for efficiency and ease of use and make recommendations for

<u>EDUCATOR LICENSING ANALYST II</u>	35	B	5.222
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Page 2 of 4

CLASS CONCEPTS (cont'd)

Educator Licensing Analyst II: (cont'd)

changes; assist in the development of rules, regulations, policies and procedures; assist in budget development and monitoring; respond to customer complaints; develop analytical, narrative and/or statistical reports on unit activities; coordinate with Information Technology (IT) staff and vendors in the development, implementation and maintenance of unit databases and computer systems; testify in support of initiatives and proposed statutory/regulation changes on behalf of the department; attend meetings on behalf of leadership; and provide testimony and/or technical assistance regarding educator licensure.

Educator Licensing Analyst I: *Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.*

Educator Licensing Analyst Trainee: *Under close supervision, incumbents receive training in performing all or part of 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

EDUCATOR LICENSING ANALYST II

EDUCATION AND EXPERIENCE: *Bachelor’s degree from an accredited college or university and two years of professional experience in evaluating documents/applications which required making eligibility determinations based on policies, procedures, rules and regulations; OR graduation from high school or equivalent education and four years of experience as described above, two years of which were at the professional level; OR one year of experience as an Educator Licensing Analyst I in Nevada State service; OR an equivalent combination of education and experience as described above.*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: provisions, practices and guidelines regarding educator licensing. General knowledge of: database management and computer systems. Skill in: analyzing and evaluating college/university transcripts; communicating effectively verbally and in writing; interpreting rules and regulations. Ability to: supervise staff; write analytical, narrative and statistical reports; interpret, apply and explain agency programs, processes and procedures, complex laws and regulations, restrictions and standards to program clientele, representatives of external entities and other agencies; develop, review, revise and implement program policies and procedures; and all knowledge, skills and abilities required at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: State and federal regulations and guidelines governing assigned areas of responsibility. Working knowledge of: supervisory principles and practices. General knowledge of: State regulations and requirements related to budget development and maintenance, and personnel administration. Ability to: establish and maintain effective working relationships both internally and externally.

[TEACHER] EDUCATOR LICENSING ANALYST I

EDUCATION AND EXPERIENCE: *Bachelor’s degree from an accredited college or university and ~~[two]~~ **[one]** year[s] of professional experience evaluating documents/applications which required making eligibility determinations based on policies, procedures, rules and regulations; ~~[evaluating requests/applications against established guidelines and making decisions to approve or deny];~~ OR graduation from high school or equivalent education and three years of experience as described above, one year of which was at the professional level; OR one year of experience as an Educator Licensing Analyst Trainee in Nevada State service; OR an*

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Page 3 of 4

MINIMUM QUALIFICATIONS (cont'd)

[TEACHER] EDUCATOR LICENSING ANALYST I (cont'd)

EDUCATION AND EXPERIENCE:

equivalent combination of education and experience *as described above*.

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

Working knowledge of: ~~[professional education preparation programs; principles and practices of public school system organization, administration and curriculum challenges; principles and methods of educational career and guidance counseling.]~~ *educator licensing requirements and procedures for each type of certificate, endorsement, educational major/minor, extension, renewal and update.* **Ability to:** analyze transcripts to grant or deny licensure, using logic and quantitative reasoning; research and verify the level, content, unit value and grading system for courses at other educational institutions to determine appropriate course equivalencies; read and interpret technical or legal documents such as Nevada Administrative Code and Nevada Revised Statutes; analyze information, problems, situations, practices or procedures to define the problem or objective, identify patterns, tendencies and relationships, and to recognize alternatives and their implications; write grammatically correct, routine business correspondence; speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information and explain policies and procedures; make oral group presentations to provide information or explain policies and procedures; speak with people of various social, cultural, economic and educational backgrounds to ensure a complete understanding of Nevada regulations for becoming an *educator* ~~[teacher]~~; add, subtract, multiply and divide whole numbers and fractions to complete transcript evaluation duties and tasks; ~~[work as part of a team;]~~ establish and maintain cooperative working relationships with support staff, co-workers, district personnel and supervisor; perform effectively with frequent interruptions and/or distractions; *and all knowledge, skills and abilities required at the lower level.*

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

~~[Working knowledge of: the provisions of the Nevada Revised Statutes and Administrative Code with regard to licensing teachers; requirements for each type of certificate, endorsement, major/minor, extension, renewal and update; licensing requirements and procedures. Skill in: analyzing and evaluating college/university transcripts; communicating effectively verbally and in writing; interpreting rules and regulations. Ability to: identify official transcript/certification information; analyze and interpret coursework from university catalogs or documentation from school districts and university educational professionals.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Educator Licensing Analyst II.)*

EDUCATOR LICENSING ANALYST TRAINEE

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university and one year of paraprofessional experience reviewing documents/applications which required making eligibility determinations based on policies, procedures, rules and regulations; OR graduation from high school or equivalent education and three years of paraprofessional experience as described above which was equivalent to an Administrative Assistant III in Nevada State service; OR an equivalent combination of education and experience as described above.*

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

General knowledge of: functions and operations of an administrative office; recordkeeping; basic interviewing practices; rights to privacy and confidentiality of information. Skill in: making accurate mathematical calculations including addition, subtraction, multiplication and division of whole numbers, fractions and decimals; computer applications to include word processing, spreadsheets and databases. Ability to: read and apply rules, regulations, policies and procedures; maintain confidentiality of licensee records; receive inquiries and provide information; verify information from a variety of sources; compile information and prepare reports; communicate effectively both verbally and in writing; operate computers and peripheral equipment to store, record and retrieve information; establish and maintain accurate records; work as part of a team.

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Page 4 of 4

MINIMUM QUALIFICATIONS (cont'd)

EDUCATOR LICENSING ANALYST TRAINEE (cont'd)

*FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Educator Licensing Analyst I.)*

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>5.222</u>	<u>5.221</u>	<u>5.219</u>
ESTABLISHED:	<i>10/3/19UC 7/1/19R</i>	7/1/65	<i>10/3/19UC 7/1/19R</i>
REVISED:		4/1/69	
REVISED:		8/27/76	
REVISED:		12/19/85-12	
REVISED:		7/1/91P	
		7/6/90PC	
REVISED:		9/17/10PC	
<i>REVISED:</i>		<i>10/3/19UC 7/1/19R</i>	