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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
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MEMORANDUM
HR#64-19

December 19, 2019

TO: DHRM Listserv Recipients

FROM: Frank Richardson, Interim Administrator *Frank Richardson*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – POLYGRAPH/BACKGROUND SUPERVISOR-EXAMINER SERIES & BACKGROUND INVESTIGATION TECHNICIAN SERIES

Attached are revised 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 January 21, 2020.

If no written objections are received in this office by January 21, 2020, 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 #08-20
Posting Expires: January 21, 2020

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>			<i>11.298</i>	<i>Polygraph/Background Supervisor</i>	<i>37</i>	<i>B</i>
11.299	Polygraph Examiner	35	B	<i>11.299</i>	<i>Polygraph/Background Examiner</i>	<i>35</i>	<i>B</i>
	<i>New</i>			<i>11.297</i>	<i>Polygraph/Background Examiner Trainee</i>	<i>32</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.380	Background Investigation Technician II	30	E	<i>11.380</i>	<i>Background Investigation Technician II</i>	<i>30</i>	<i>E</i>
11.382	Background Investigation Technician I	28	E		<i>No change</i>		

Basis for Recommendation

As the result of three Individual Class Specification Studies (NPD-19) and in partnership with Subject Matter Experts from the Department of Public Safety (DPS) and analysts within the Division of Human Resource Management (DHRM), it was determined that both a supervisory and trainee level be added to the Polygraph Examiner class and that the existing class be retitled to Polygraph/Background Examiner.

Polygraph/Background Examiners conduct polygraph examinations of parolees, probationers, and lifetime supervision offenders in criminal cases and/or applicants for employment; conduct preemployment background investigations for sworn employment candidates for the Department of Public Safety.

- a) The Polygraph/Background Examiner Supervisor, under general direction, and 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 and may supervise Background Investigation Technicians and administrative staff as assigned. This is the supervisory level in the series.
- b) The Polygraph/Background Examiner, under limited supervision, performs the full range of duties described in the series concept. This is the journey level in the series.
- c) The Polygraph/Background Examiner Trainee, under close supervision, receives training in performing the full range of duties described in the series concept. This is the trainee level in the series.

It is recommended that the Polygraph/Background Supervisor be allocated at a grade 37 which is a two-grade differential between levels in the series and is consistent with most class specifications within State service. It is also recommended that the Polygraph/Background Examiner Trainee be allocated at a grade 32, three grades below the journey level in the series. A three-grade differential is recommended because the trainee will require the necessary certifications to auto-progress to the journey level. The EEO-4 job category assigned will be category "B-Professional" which is consistent with the preexisting class.

As a result of expanding this series, minor changes to the class concept of the Background Investigation Technician II were made to clarify that the primary responsibility of this class was to conduct preemployment background investigations on non-sworn employment candidates and assist Polygraph/Background Examiners with the more complex sworn background examinations as needed.

These changes will allow for consistent implementation of services, create a more defined career ladder, and

will allow for added upward mobility of existing staff.

Throughout the review, management staff within DPS and analysts within DHRM participated by offering recommendations and reviewing changes throughout the process 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 January 21, 2020. 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: December 19, 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>POLYGRAPH/BACKGROUND SUPERVISOR</i>	37	B	11.298
<i>POLYGRAPH/BACKGROUND EXAMINER [(NON-COMMISSIONED)]</i>	35	B	11.299
<i>POLYGRAPH/BACKGROUND EXAMINER TRAINEE</i>	32	B	11.297

SERIES CONCEPT

~~[Under general direction,]~~ 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.*

~~[Ask general questions of examinee regarding physiological conditions, medications and other health factors to determine fitness for examination and/or impact on examination results.~~

~~Conduct preliminary interview and record information; formalize and review questions with examinee and modify as necessary.~~

~~Conduct pre-employment 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.]~~

Conduct polygraph examinations designed to disclose information regarding current offenses ~~[-sexual history,]~~ 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.*

~~[Conduct polygraph examination asking 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.~~

~~Write report of findings to finalize examination results and distribute to requesting entity.]~~

POLYGRAPH/BACKGROUND SUPERVISOR	37	B	11.298
POLYGRAPH/BACKGROUND EXAMINER (NON-COMMISSIONED)	35	B	11.299
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SERIES CONCEPT (cont'd)

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.

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.

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CLASS CONCEPT (cont'd)

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.*

INFORMATIONAL NOTE:

- * Candidates must qualify for, and successfully complete, the polygraph examiner licensure within ~~six months~~ *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: State and federal 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

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MINIMUM QUALIFICATIONS (cont'd)

POLYGRAPH/BACKGROUND EXAMINER (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

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 [with major coursework] in criminal justice, psychology, sociology, social work, public or business administration or related field, and two years of professional experience [in a law enforcement, social or behavioral services environment. The experience must have included conducting pre-employment screening and/or offender interviews to elicit responses pertaining to background history, writing comprehensive reports, managing a caseload and providing courtroom testimony;] 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; [and] court procedures. **General knowledge of:** criminal and case [State] 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 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):

~~[Detailed knowledge of: appropriate use, operation, calibration and care of polygraph equipment; State and federal criminal cases applicable to conducting interviews and polygraph examinations. Working knowledge of: State and federal laws, agency policies and procedures; principles, practices and procedures of conducting polygraph examinations; pharmacology and physiology as related to polygraph examinations. Ability to: maintain current knowledge of computerized polygraph equipment and techniques; transcribe from a tape; read and interpret court orders, legal documents, complaints and judgments; orally present findings in a clear, concise manner before management, State officials and the judicial system; discuss and explain agency policies and procedures to persons of various backgrounds.] (These are identical to the Entry Level Knowledge, Skills and Abilities 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*

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MINIMUM QUALIFICATIONS (cont'd)

POLYGRAPH/BACKGROUND EXAMINER TRAINEE (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

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 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>
ESTABLISHED:	10/1/19R	6/24/15R	10/1/19R
	1/21/20UC	9/14/15UC	1/21/20UC
REVISED:		1/21/20UC	



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>
BACKGROUND INVESTIGATION TECHNICIAN II	30	E	11.380
BACKGROUND INVESTIGATION TECHNICIAN I	28	E	11.382

SERIES CONCEPT

Background Investigation Technicians conduct preemployment background investigations *primarily* for ~~[sworn and]~~ non-sworn employment candidates for the Department of Public Safety.

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.

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.

Create, organize and maintain 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 closure; and provide statistical data to include in ~~[a report]~~ *reports to* the unit supervisor.

Perform related duties as required.

CLASS CONCEPTS

Background Investigation Technician II: Under general supervision, incumbents perform the full range of duties as described in the series concept ~~[for both sworn and] non-sworn employment candidates~~ *and may assist Polygraph/Background Examiners with sworn employment candidates' investigations as needed*. This is the journey level in the series.

While incumbents may assist Polygraph/Background Examiners in conducting background investigations on sworn employment candidates as needed, their primary responsibility is conducting preemployment background investigations on non-sworn employment candidates.

Background Investigation Technician I: Under close supervision, *incumbents* receive training in performing all duties described in the series concept. This is the trainee level in the series and incumbents may progress to the

BACKGROUND INVESTIGATION TECHNICIAN II	30	E	11.380
BACKGROUND INVESTIGATION TECHNICIAN I	28	E	11.382

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CLASS CONCEPTS (cont'd)

Background Investigation Technician I: (cont'd)

next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Positions require a pre[-]employment background/criminal history check and fingerprinting.
- * A valid Nevada driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

BACKGROUND INVESTIGATION TECHNICIAN II

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in business administration, criminal justice or related field and one year of 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 summarizing findings; **OR** graduation from high school or equivalent education and two years of experience one of which included paraprofessional experience as described above; **OR** one year as a Background Investigation Technician I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

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

Working knowledge of: interviewing and investigative techniques; recordkeeping practices to obtain needed information. **General knowledge of:** methods and practices used in developing and presenting information; the theories of human behavior and psychology. **Ability to:** conduct interviews in person and/or by telephone to ascertain factual information; record information quickly and accurately; convey accurate and precise data in a timely manner within established timeframes; interpret, apply and explain applicable statutes, regulations, policies and procedures and apply interpretations to specific situations; work independently and as part of a team; follow through on assignments with minimal direction; *and perform all knowledge, skills and abilities required at the lower level.*

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

Detailed knowledge of: confidentiality rules and regulations. **Working knowledge of:** federal and State statutes and department policies and procedures; State administrative regulations, policies, procedures and guidelines regarding personnel. [~~and all knowledge, skills and abilities required at the lower level.~~]

BACKGROUND INVESTIGATION TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience which required the application of policies and procedures; reviewing documents prepared by others for program compliance determinations; and preparing reports which summarize findings; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

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

General knowledge of: research techniques and application; basic interviewing and recordkeeping techniques; English grammar, spelling and punctuation sufficient to compose reports and business correspondence. **Ability to:** write concise, logical, grammatically correct reports and memorandums; verify information from a variety of sources; read and understand department policies and procedures; operate computers and peripheral equipment to gather, store, record and retrieve information; effectively interact and communicate with a variety of individuals from various socioeconomic, cultural, economic and educational backgrounds.

BACKGROUND INVESTIGATION TECHNICIAN II
BACKGROUND INVESTIGATION TECHNICIAN I

30 **E** **11.380**
28 **E** **11.382**

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MINIMUM QUALIFICATIONS (cont'd)

BACKGROUND INVESTIGATION TECHNICIAN I (cont'd)

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

11.380 11.382

ESTABLISHED: 6/26/19UC 6/26/19UC
 7/16/18R 7/16/18R
REVISED: *1/21/20UC* *1/21/20UC*