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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR# 27-23**

April 12, 2023

**TO:** DHRM Listserv Recipients

**FROM:** Mandee Bowsmith, Administrator *Mandee Bowsmith*  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – CHILD CARE WORKER SERIES

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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](mailto:bghan@admin.nv.gov) no later than May 10, 2023.

If no written objections are received in this office by May 10, 2023, 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 #16-23**  
**Posting Expires: May 10, 2023**

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
5.174	Child Care Worker II	23	E	<i>5.174</i>	<i>Child Care Worker II</i>	<i>23</i>	<i>E</i>
5.175	Child Care Worker I	21	E	<i>5.175</i>	<i>Child Care Worker I</i>	<i>21</i>	<i>E</i>

### ***Basis for Recommendation***

At the request of the Nevada System of Higher Education, Business Center North (BCN), the Division of Human Resource Management (DHRM) conducted a review of the Child Care Worker series. Child Care Workers assist in preschool programs that are designed for care of children and for stimulation of their social, emotional, cognitive, and physical development.

In consultation with subject matter experts from the BCN and analysts within DHRM, it was determined the Class Concept for the Child Care Worker II be amended to clarify duties and expectations of the class.

In addition, it is recommended that both the Full Performance and Entry Level Knowledge, Skills, and Abilities of the Minimum Qualifications be revised, at both levels in the series, to account for changes in the Class Concept and to maintain consistency with verbiage, formatting, and structure.

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

***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 [https://hr.nv.gov/Sections/Classification/Proposed\\_Classification\\_Changes/](https://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/) . For additional information call (775) 684-0137.

**Objections to the proposed new classification must be received in writing by May 10, 2023.** 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: April 12, 2023**



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CHILD CARE WORKER II</b>	<b>23</b>	<b>E</b>	<b>5.174</b>
<b>CHILD CARE WORKER I</b>	<b>21</b>	<b>E</b>	<b>5.175</b>

**SERIES CONCEPT**

Child Care Workers assist in preschool programs that are designed for care of children and for stimulation of their social, emotional, cognitive, and physical development.

Assist children to learn developmentally appropriate pro-social behavior by encouraging such things as listening, following directions, and taking turns.

Encourage the self-worth and self-esteem of individual children by supporting each child's abilities and uniqueness.

Help children to develop communication skills by speaking clearly and carefully, using the correct names of objects, letting children recount personal experiences, and listening attentively to their stories and comments.

Instruct and/or lead children in the use of equipment and in physical activities to aid in the development of muscular and gross and fine motor skills to include developmentally appropriate activities such as crawling, walking, climbing, balancing, jumping, game playing, book handling, cutting, pasting, painting, block building, buttoning, zipping and shoelace tying.

Assist in the development of language and early literacy skills by encouraging developmentally appropriate skills such as naming objects left to right, drawing lines, curves, and circles, reading to children, identifying colors, shapes, and forms, learning finger plays, rhyming, poems and songs and recognizing own name in printed form.

Assist in the cognitive development of children by providing experiences with numbers, size and special concepts such as big, small, many, few, in front of, behind, inside, and outside.

Assist in the development of emotional well-being of children by creating a climate of acceptance, empathy and diversity awareness for individual children and by providing developmentally appropriate alternatives to unacceptable behavior.

Teach children to sing songs, play rhythm, distinguish between different rhythms, play musical games, and participate in rhythmic movement exercises to help the children learn to express themselves creatively.

To further help the children learn to express themselves, provide a variety of art media such as finger paint, clay, poster paint, printing materials, and collage materials.

Communicate with families and staff about a child's daily activities; develop a positive working relationship and collaborate as part of a team with other staff to provide an effective, caring environment.

Participate in special activities for various events, celebrations, and field trips as appropriate for age group.

Implement health and safety practices and protocol; provide necessary child care such as administering first aid; diapering/toileting; feeding or preparing snacks; directing good health practices such as hand-washing and brushing teeth; assisting with naps; collect and record information into children's records.

SERIES CONCEPT (cont'd)

Perform related duties as assigned.

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CLASS CONCEPTS

**Child Care Worker II:** Under general supervision, incumbents perform the full range of child care duties. Additionally, Child Care Worker II's participate *and assist* in the development of programs and curriculum, *in collaboration with professional staff*, and may serve as a lead worker for students and other personnel.

Incumbents *assist in* developing programs and curriculum by working with supervising teachers and writing curriculum within *articulated parameters in* subject areas of the Nevada Pre-Kindergarten Standards to include Language/Early Literacy, Mathematics, Social Studies, Science, Creative Arts, Physical Development and Health. *Lesson plans and activities are reviewed and approved prior to implementation.*

This class is distinguished from the Child Care Worker I level by the participation in program curriculum development and by greater involvement and interaction with children and parents.

**Child Care Worker I:** Under close supervision, incumbents assist Child Care Worker II's and other supervisory personnel in the performance of child care duties.

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MINIMUM QUALIFICATIONS

**SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, some 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.
- \* Pursuant to NRS 432A.170, some positions in this series may be required to submit to a pre-employment background investigation. Positions offered employment in these positions must submit to a pre-employment background investigation.
- \* Pursuant to NAC 432A.310, positions in this series may be required to provide written evidence that the applicant is free from communicable tuberculosis.

**CHILD CARE WORKER II**

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent and two years of experience working with small children in a preschool setting; **OR** one year of experience as a Child Care Worker 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: the child care center's rules and regulations for children and parents; proper nutrition for pre-school children. [Working]General knowledge of: basic curriculum planning and development. Ability to: assist in planning and implementing developmentally appropriate activities/experiences for young children; stimulate and sustain interest of children and provide a positive learning environment; work effectively with frequent interruptions and distractions; administer age-appropriate CPR, age-appropriate first aid, and provide a safe and sanitary environment; and all knowledge skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): **Ability to:** apply developmental psychology/child development theory to classroom practices *within the*

MINIMUM QUALIFICATIONS (cont'd)

**CHILD CARE WORKER II** (cont'd)

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

*parameters provided by professional staff*; use planning and organizational skills; be innovative and acquire

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): fresh ideas based on current trends in research and practice *consistent with practices of the assigned center*; create stimulating ideas and designs according to themes, goals, and philosophy of program.

**CHILD CARE WORKER I**

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent and one year of experience working with small children in a preschool setting; *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:** ~~[developmental psychology or child development;]~~ cooperative play; direct and indirect developmentally appropriate child guidance techniques; first aid and safety. **Ability to:** observe and document child's behavior; establish and maintain a good working relationship with families and co-workers; encourage children to develop social skills; communicate effectively and respectfully in teaching appropriate communication skills; guide play and teach games to facilitate the physical skill and growth of children; read and speak clearly when telling stories; provide acceptance, empathy and diversity awareness for each child to assist in emotional development; sing and play instruments as applied to teaching songs and rhythm instruments; provide appropriate games, activities, experiences, manipulatives, equipment, and books for particular age groups; speak to children using developmentally appropriate techniques/strategies that build self-esteem; encourage each child to reach his/her full potential; communicate sufficiently to provide information and use appropriate judgment when making decisions or consulting with supervisor; lift children weighing 40 pounds; add, subtract and multiply; write in order to make notes on children's records, take dictation from children and write notes to parents.

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

~~[Working knowledge of: the child care center's rules and regulations for children and parents; proper nutrition for pre-school children. Ability to: work effectively with frequent interruptions and distractions; administer age-appropriate CPR, age appropriate first aid and provide a safe and sanitary environment.]~~  
*(These are identical to the Knowledge, Skills, and Abilities required for Child Care Worker 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.

5.174

5.175

ESTABLISHED:	10/17/86	10/17/86
REVISED:	7/1/91P	7/1/91P
	7/6/90PC	7/6/90PC
REVISED:	2/10/06PC	2/10/06PC
REVISED:	2/18/11PC	2/18/11PC
<b>REVISED:</b>	<b><i>XXXXUC</i></b>	<b><i>XXXXUC</i></b>