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STATE OF NEVADA DEPARTMENT OF ADMINISTRATION Division of Human Resource Management

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MEMORANDUM HR# 45-23

July 11, 2023

TO: DHRM Listserv Recipients

- **FROM:** Mandee Bowsmith, Administrator *Mandee Bowsmith* Division of Human Resource Management
- **SUBJECT:** PROPOSED CLASSIFICATION CHANGES CORRECTIONS COUNSELOR 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 <u>bghan@admin.nv.gov</u> no later than August 8, 2023.

If no written objections are received in this office by August 8, 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: <u>Posting #02-24</u> Posting Expires: <u>August 8, 2023</u>

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
10.124	Psychologist IV	44*	А	10.124	Corrections Counselor V	44*	A
10.126	Psychologist III	43*	В	10.126	Corrections Counselor IV	43*	В
10.132	Psychologist II	39*	В	10.132	Corrections Counselor III	39*	В
10.143	Psychologist I	37*	В	10.143	Corrections Counselor II	37*	В
	New			10.154	Corrections Counselor I	35	В

Basis for Recommendation

Assembly Bill 236, approved by the 82nd Legislative Session, eliminated certain exemptions from certain prohibitions against a person representing himself or herself as a psychologist or engaging in the practice of psychology without a license issued by the Board of Psychological Examiners. As a result of passage of this bill, the Psychologist series is required to be amended as positions in this series are not licensed psychologists.

In coordination with subject matter experts from the Department of Corrections (DOC) and the Division of Human Resource Management, and in consultation with the Board of Psychological Examiners it was determined that this series be retitled to Corrections Counselor. In addition, it was determined that all duty statements reflecting performing duties within the scope of practice of a psychologist be removed. As such, the Series and Class Concepts were amended to detail this change.

In addition, a trainee level was added to the series.

1) Corrections Counselor I, 10.154, grade 35: Under general supervision, perform some of the duties described in the series concept in a more limited manner as determined by the Department. Positions may be permanently allocated at this level and there is no progression to the next level in the series; or under close supervision, receive 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 in the series upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

It is recommended that the Corrections Counselor I be allocated at a grade 35, a two-grade differential to the next level in the series which is consistent with other Class Specifications within the State. In addition, the EEO Administrator recommended an EEO-4 Code of "B" Professional, which is consistent with the series.

It is further recommended that minor revisions of the Minimum Qualifications for Education & Experience and both the Entry Level Knowledge, Skills, and Abilities and Full Performance Knowledge, Skills, and Abilities be modified at the Corrections Counselor II through Corrections Counselor V to reflect the above changes and to maintain consistency with verbiage, formatting, and structure.

Throughout the review management and staff within DOC and the Board of Psychological Examiners 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/ . For additional information call (775) 684-0137.

Objections to the proposed new classification must be received in writing by <u>August 8, 2023</u>. 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: July 11, 2023



CLASS SPECIFICATION

TITLE	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
[PSYCHOLOGIST IV] CORRECTIONS COUNSELOR V	44*	A	10.124
[PSYCHOLOGIST III] CORRECTIONS COUNSELOR IV	43*	B	10.126
[PSYCHOLOGIST II] CORRECTIONS COUNSELOR III	39*	B	10.132
[PSYCHOLOGIST I] CORRECTIONS COUNSELOR II	37*	B	10.143
CORRECTIONS COUNSELOR I	35	B	<i>10.154</i>

SERIES CONCEPT

[Psychologists] Corrections Counselors within in the Nevada Department of Corrections provide [psychological] mental health services to [clients or inmates] offenders in a correctional [, rehabilitative, clinic or institutional] setting including [psychological testing, assessments, treatment] interviews, behavioral planning and implementation, [psychotherapy,] consultation, psycho-educational classes, research, and training.

[Perform psychological evaluations; select and administer appropriate psychological tests; interpret results; and] [i] Interview individuals to determine treatment, programming, or placement needs; [M]make [specific treatment] behavioral health recommendations; interpret and integrate [test] data with interview findings and behavioral observations; discuss results with [clients, inmates] offenders or other authorized [appropriate] individuals; [such as parent or guardians;] prepare written reports on [clients or inmates] offenders interviewed [tested] which include [clinical impressions and diagnostic classification.] potential behavioral health needs.

Participate as a member of the treatment team in [diagnostic] staff meetings; share information and analyze treatment options; define, provide, and schedule appropriate care.

Provide [psychotherapeutic] counseling services, [utilizing a variety of methods such as individual and group therapy, biofeedback therapy,] relaxation training, [marriage and family] relationship counseling, substance abuse counseling, and pain management counseling to facilitate recovery and maintain [client or inmate] offender in the least restrictive environment possible.

Provide crisis intervention by applying appropriate [psychotherapeutie] *de-escalation* techniques and principles in order to relieve the immediate problem; [de-escalate clients or inmates] *intervene with offenders* who may be hostile, aggressive, combative or assaultive; follow established protocol in order to protect [elients] *offenders*, staff, and others who may be at risk; form a crisis debriefing team of mental health and security professionals and debrief staff involved in emergency situations to alleviate emotional concerns.

Consult and train staff regarding current policies and procedures to comply with statutory and ethical requirements and current scientific developments in areas relevant to agency services.

Participate in planning, developing and coordinating program services to meet the needs of the population served; participate in committees and facility activities in developing [service delivery needs assessments and evaluations] policies and procedures; and participate in quality review programs. In a correctional setting, participate on the Unit Management Team to deliver services to [inmates] offenders within their units.

Document [treatment] activities in regular written [evaluations] *reports* and on charts to comply with legal requirements and maintain adequate records; prepare information and documentation necessary for billing and recommend third party payments as appropriate.

* Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.

PSYCHOLOGIST IV CORRECTIONS COUNSELOR V **PSYCHOLOGIST III** CORRECTIONS COUNSELOR IV **PSYCHOLOGIST II** CORRECTIONS COUNSELOR III **PSYCHOLOGIST I** CORRECTIONS COUNSELOR II **CORRECTIONS COUNSELOR I**

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SERIES CONCEPT (cont'd)

Conduct research and evaluation studies, for data collection and statistical purposes, to enhance services provided which may include [assessment of client or inmate] interviews, offender characteristics, prediction of positive treatment outcomes, or prediction of recidivism or violence of an individual [client or inmate] offender.

Perform related duties as assigned.

CLASS CONCEPTS

[Psychologist IV] Corrections Counselor V: Incumbents provide [psychological] mental health services described in the series concept and, in addition, are responsible for a [psychological] mental health services program. [Psychologist IV's] Incumbents supervise at least one [Psychologist III] Corrections Counselor IV to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline and may also supervise [clinical] lower-level professional, technical, and/or administrative staff and support staff as needed. Positions at this level typically report to a Medical Director, Mental Health Director, Correctional Programs Administrator, or other higher-level administrator, and work is assigned through agency goals and objectives.

Psychologist III Corrections Counselor IV: Under general direction, incumbents perform advanced clinical and programmatic work requiring a doctorate in psychology, social science or human service discipline and perform the full range of duties described in the series concept. In addition, [Psychologist III's] incumbents diagnose observe for mental illness symptoms, developmental or learning disabilities and other related disorders, provide oral and written court testimony as a witness regarding the degree of disability and credibility of [clients/inmates] offenders and evaluate findings, and may provide administrative supervis[e]ion of lower level [professional clinicians, psychology interns, and support staff] Corrections Counselors, professional, *technical, and/or administrative staff as needed*. Positions at this level typically report to a **Psychologist IV** *Corrections Counselor V*, a Correctional Programs Administrator, or a Clinical Program Manager, and may be assigned to develop, implement, and manage specialized programs.

[Psychologist II] Corrections Counselor III: Under general supervision, [Psychologist II's] Corrections Counselor III's are assigned complex caseloads and [treat] provide care for the most severely mentally ill, developmentally, or learning-disabled [inmates] offenders [in a correctional setting] and provide for psychoeducational programs and groups, [at the Department of Corrections. Work is assigned through agency goals and objectives and reviewed through "peer review" and by immediate supervisor as unusual circumstances occur.]

[Psychologist] Corrections Counselor II: Under general supervision, [Psychologist I's] Corrections Counselor *II's* perform the *full range of* duties described in the series concept. Work is assigned through predetermined referral patterns and agency goals and objectives and reviewed by peers at case staffing's and by immediate supervisor as unusual circumstances arise.

Corrections Counselor I: Incumbents either:

- 1) Under general supervision, perform some of the duties described in the series concept in a more limited manner as determined by the Department. Positions may be permanently allocated at this level and there is no progression to the next level in the series; or
- 2) Under close supervision, 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 in the series upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

[PSYCHOLOGIST IV] CORRECTIONS COUNSELOR V	44*	Α	10.124
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MINIMUM QUALIFICATIONS

<u>SPECIAL REQUIREMENT</u>:

* 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 pre-employment screening for controlled substances.

[PSYCHOLOGIST IV] CORRECTIONS COUNSELOR V

EDUCATION AND EXPERIENCE: Doctoral degree from an accredited college or university in clinical psychology, *psychology*, counseling, education, social work, or closely related field and four years of post-doctoral experience providing therapy, psychological testing and rehabilitative programs to clients or [inmates] *offenders* in a correctional, rehabilitative, clinic or institutional setting, one year of which must have been in a supervisory capacity; <u>OR</u> a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology and four years of experience as described above; <u>OR</u> *one year of experience as a Corrections Counselor IV in Nevada State service. (See Special Requirement)*

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

Working knowledge of: State and federal regulations for mental health, developmental disabilities, rehabilitation, or correctional populations; principles and practices of supervision; management principles and practices sufficient to plan, organize, delegate, oversee and evaluate the work of doctoral level and other professional staff and support personnel; general medical conditions which affect mental illness, developmental disabilities, and substance abuse. **Ability to:** participate in management team meetings as requested by the [Medical] *Mental Health* Director, Correctional Programs Administrator, Clinical Program Manager or other administrator; resolve [elinical and] programmatic issues resulting from conflicting policies or regulations; establish goals and objectives for the unit or department; develop budgets, work plans, performance indicators, and administrative reports; communicate complex ideas and resolve problems interdepartmentally; provide training to lower level professionals; [and interns; integrate results from multiple test instruments and] develop appropriate [treatment methods] interventions and goals; 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, divisional and departmental policies and procedures; State personnel practices and procedures; advocacy issues regarding mental illness, developmental disabilities, co-occurring disorders, and substance abuse. **Ability to:** collect, analyze, and utilize data in administrative accountability and evaluation studies; prepare and administer a yearly departmental budget by correlating the available fiscal resources with agency needs for equipment, personnel, and training; develop, implement, and evaluate programs in response to [client/inmate] offenders and agency needs.

[PSYCHOLOGIST III] CORRECTIONS COUNSELOR IV

EDUCATION AND EXPERIENCE: Doctoral degree from an accredited college or university in clinical psychology, *psychology*, counseling, education, social work, or closely related field and three years of post-doctoral experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; <u>OR</u> a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology, and three years of experience as described above; <u>OR</u> one year of experience as a Corrections Counselor III in Nevada State service.. (See Special Requirement)

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MINIMUM QUALIFICATIONS (cont'd)

[PSYCHOLOGIST III] CORRECTIONS COUNSELOR IV

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

Detailed knowledge of: anti-social personalities; correctional programs, criminal justice processes and systems; [inmate] offender classification and security procedures and requirements; reference books including psychological treatment, diagnostic and statistical manuals. [; theories, principles and practices of psychological testing and interpretation of test results.] Working knowledge of: therapeutic principles and techniques used in providing [psychological] mental healht services to clients/[inmates]offenders with mental illness, developmental and related disorders and disabilities; types, etiology, and treatment of mental disorders; [elinical] assessment methods; psychopharmacology and correctional programs. Ability to: apply federal and State laws related to treatment and therapy in a correctional environment; provide [psychological] mental health services and correctional programming in a correctional setting; abide by the American Psychological Association code of ethics; [administer, interpret and explain diagnostic and projective tests;] [diagnose] assess for mental illness, developmental disabilities and related disorders; develop, implement and manage clinical and correctional programs and services; assign and review work, organize staff activities, and provide [elinical] review of subordinates' work as assigned; and all knowledge, skills, and abilities required at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (These are identical to the Entry Level Knowledge, Skills, and Abilities required for [Psychologist I] Corrections Counselor V.)

[PSYCHOLOGIST II] CORRECTIONS COUNSELOR III

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in *clinical* psychology, *psychology*, counseling, education, social work, or closely related field and three years of post-Master's degree experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; <u>OR</u> a Doctoral degree from an accredited college or university in clinical psychology, counseling psychology, educational psychology, social work, or closely related field which included a one-year internship in an applied program and one year of professional experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; <u>OR</u> a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology, a one-year internship in an applied program, and one year of experience as described above; <u>OR</u> one year of experience as a Corrections Counselor II in Nevada State service. (See Special Requirement)

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

Working knowledge of: assessment tools and instruments used in the diagnosis, treatment and evaluation of individuals in the population served; federal and State laws related to mental health, intellectual disabilities and substance abuse; correctional programs; agency, divisional and departmental policies and procedures; client/offender rights and confidentiality of information; personality disorders; educational and learning disorders; survey design and data collection; mental health and developmental service delivery systems; analysis and interpretation of statistical data; case management practices and procedures; crisis intervention techniques; individual, marital, group and family counseling techniques; treatment team dynamics; psychotropic medications including desired effects, common side effects, and drug interactions; services, roles and responsibilities of human services agencies in the community. General knowledge of: chemical dependency and substance abuse; psychological and physical conditions encountered in a correctional setting; normal and abnormal human behavior, growth and development. Ability to: make specific observations and recommendations regarding client/offender treatment and progress; coordinate treatment services provided by agency personnel and others; and provide correctional programs; services; assess,

PSYCHOLOGIST IV CORRECTIONS COUNSELOR V **PSYCHOLOGIST III** CORRECTIONS COUNSELOR IV [PSYCHOLOGIST II] CORRECTIONS COUNSELOR III **PSYCHOLOGIST I** CORRECTIONS COUNSELOR II **CORRECTIONS COUNSELOR I**

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MINIMUM QUALIFICATIONS (cont'd)

[PSYCHOLOGIST II] CORRECTIONS COUNSELOR III (cont'd)

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

develop and implement [treatment] behavior plans and goals; assess and utilize social, agency, and community resources; establish rapport and appropriate [elinical] relationships with [inmates,]offenders, their families and care providers; set [elinical] priorities which accurately reflect the level of care needed by [inmates]offenders; balance [clinical] responsibilities[y] with documentation requirements; modify [clinical] intervention procedures to meet specific service needs of *inmates* of *fenders* or families; and all knowledge, skills, and abilities required at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (These are identical to the Entry Level Knowledge, Skills, and Abilities required for [Psychologist III.] Corrections Counselor IV.)

[PSYCHOLOGIST I] CORRECTIONS COUNSELOR II

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in clinical psychology, psychology, counseling, education, social work, or closely related field and two years of post-Master's degree experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree from an accredited college or university in clinical psychology, counseling psychology, educational psychology, social work, or closely related field which included a one-year internship in an applied program in a correctional, law enforcement, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology, and a one-year internship in an applied program as described above; <u>OR</u> two years of experience as a Corrections Counselor I in Nevada State service. (See Special *Requirement*)

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

Working knowledge of: [psychological testing and assessment instruments;] theories and principles of counseling; and psychotherapy; symptoms, characteristics, and treatment of neurological impairment, mental illness, developmental disabilities, and emotional and behavioral disorders; laws governing abuse and neglect of clients/offenders; ethical standards of care and treatment; [oral] verbal communication skills sufficient to confer with colleagues, clients/offenders, and others. General knowledge of: client rights and confidentiality of information. Ability to: administer, score and interpret psychological tests and evaluation procedures according to accepted methods and theoretical constructs;] develop and maintain effective and cooperative working relationships with co-workers, medical and health professionals, social service agency representatives and others; write comprehensive evaluations, reports and recommendations; observe and detect signs and symptoms of psychological disorders.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (These are identical to the Entry Level Knowledge, Skills, and Abilities required for [Psychologist] **Corrections Counselor III.**)

CORRECTIONS COUNSELOR I

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in clinical psychology, psychology, counseling, education, social work, or closely related field.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): General knowledge of: normal and abnormal behavior and development; individual and group counseling techniques; case management practices and procedures; crisis intervention techniques; laws governing

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MINIMUM QUALIFICATIONS (cont'd)

CORRECTIONS COUNSELOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd) abuse and neglect of clients/offenders; ethical standards of care and treatment; confidentiality of information; symptoms, characteristics, and treatment of common mental and emotional illnesses. Ability to: provide individual and group therapy; write concise, logical, and clear reports regarding client status and treatment; establish rapport with clients; work effectively with co-workers, medical, and health professionals, social service agency representatives and others.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (These are identical to the Entry Level Knowledge, Skills, and Abilities required for Corrections 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>10.124</u>	<u>10.126</u>	<u>10.132</u>	<u>10.143</u>	<u>10.154</u>
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