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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 46-25

December 11, 2025

TO: HRC Commissioners
HR Officers
DHRM Listserv Recipients
HR Managers
State of Nevada Public

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – WEIGHTS AND MEASURES INSPECTOR SERIES, ADMISSIONS AND RECORDS ASSISTANT SERIES, FAMILY SUPPORT WORKER SERIES, TRANSPORTATION AND SAFETY ATTENDANT SERIES, FLEET SPECIALIST SERIES, AND PHARMACY 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 Keisha I. Harris at kiharris@admin.nv.gov no later than January 27, 2026.

If no written objections are received in this office by January 27, 2026, action will be taken to effect the changes, and a report will be made to the Human Resources Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #11-26
Posting Expires: January 27, 2026

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:

Basis for Recommendation

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, language, and job title hierarchy. It is also recommended that the job duties be condensed.

DHRM worked with management and subject matter experts to ensure the main duties and responsibilities of the job titles within the series remain consistent with the job's intent. The grade levels have not changed; however, it is recommended that the entry level be removed as positions are not classified at the trainee level. Additionally, the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. The assigned EEO-4 code has not changed.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by January 27, 2026. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.401	Weights and Measures Inspector I	29	C		<i>Abolish</i>		
1.407	Weights and Measures Inspector II	31	C	<i>1.407</i>	<i>Weights and Measures Inspector</i>	<i>31</i>	<i>C</i>
1.404	Weights and Measures Inspector III	33	C	<i>1.404</i>	<i>Supervisor I, Weights and Measures Inspector</i>	<i>33</i>	<i>C</i>
1.401	Weights and Measures Inspector IV	36	C	<i>1.401</i>	<i>Supervisor II, Weights and Measures Inspector</i>	<i>36</i>	<i>C</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
2.228	Admissions and Records Assistant I	23	F	<i>2.228</i>	<i>Admissions and Records Assistant I</i>	<i>23</i>	<i>F</i>
2.227	Admissions and Records Assistant II	25	F	<i>2.227</i>	<i>Admissions and Records Assistant II</i>	<i>25</i>	<i>F</i>
2.226	Admissions and Records Assistant III	27	F	<i>2.226</i>	<i>Senior Admissions and Records Assistant</i>	<i>27</i>	<i>F</i>
2.225	Admissions and Records Assistant IV	29	F	<i>2.225</i>	<i>Supervisor, Admissions and Records Assistant</i>	<i>29</i>	<i>F</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
3.524	Family Support Worker I	20	E		<i>Abolish</i>		
3.521	Family Support Worker II	22	E		<i>Abolish</i>		
3.520	Family Support Worker III	24	E	3.520	<i>Family Support Worker</i>	24	<i>E</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
3.540	Transportation and Safety Attendant I	24	H		<i>Abolish</i>		
3.535	Transportation and Safety Attendant II	26	H	3.535	<i>Transportation and Safety Attendant</i>	26	<i>H</i>
3.530	Transportation and Safety Attendant III	28	H	3.530	<i>Supervisor, Transportation and Safety Attendant</i>	28	<i>H</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.671	Fleet Specialist I	31	E	7.671	<i>Fleet Specialist</i>	31	<i>E</i>
7.670	Fleet Specialist II	33	B	7.670	<i>Senior Fleet Specialist</i>	33	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.728	Pharmacy Technician I	25	C		<i>Abolish</i>		
10.723	Pharmacy Technician II	27	C	10.723	<i>Pharmacy Technician</i>	27	<i>C</i>

POSTING DATE: December 11, 2025



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WEIGHTS AND MEASURES INSPECTOR	31	C	1.407
SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR	33	C	1.404
SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR	36	C	1.401

JOB SUMMARY

Weights and Measures Inspectors inspect and enforce applicable regulations that ensure all weights and measures in commercial services within the state are suitable for their intended use, properly installed, accurate, and properly maintained.

JOB DUTIES

WEIGHTS AND MEASURES INSPECTOR

1. Test and inspect all commercial fuel dispensers, linear measuring devices, metering devices, and small and large capacity scales-
2. Ensure weighing and measuring devices are licensed, accurate, and suitable for their intended use.
3. Check equipment and devices for wear, malfunctions, or other problems.
4. Verify weighing or measuring accuracy with certified weights, and/or measuring standards.
5. Record information on report form, calculate allowable tolerances, and ensure devices are within compliance.
6. Remove devices from service when devices indicate inaccurate scales and measuring.
7. Perform petroleum inspections and check for correct and non-deceptive advertising and labeling.
8. Obtain samples for laboratory analysis and verify brands are properly registered.
9. Promote fair competition within industry and protect the environment from pollution.
10. Investigate violations and consumer complaints, complete consumer interviews, collect, preserve, and safeguard evidence, prepare reports, and recommend corrective actions.
11. Maintain testing equipment and standards and perform preventive and minor maintenance.
12. Maintain records of equipment servicing and test against State standards for accuracy and proper calibration.
13. Audit Public Weighmasters and review certificates of weights to verify that transactions are accurately reported, and records are properly maintained.
14. Verify advertised prices in retail establishments and ensure commodity prices reflect the point-of-sale system price.
15. Prepare and maintain files, records, and reports.
16. Submit work activity reports and maintain a list of businesses with weighing and measuring devices.
17. Develop an annual inspection schedule to document the completed work, account for fees assessed, and plan future activities.
18. Perform related duties as assigned.

SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR

1. Duties required at the previous level, AND:
2. Oversee inspections and inspectors in a geographic area.
3. Train, supervise, schedule, and evaluate the performance of employees and other supervisory duties as appropriate for managing people.

WEIGHTS AND MEASURES INSPECTOR	31	C	1.407
SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR	33	C	1.404
SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR	36	C	1.401

4. Perform related duties as assigned.

SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR

1. Duties required at the previous level, AND:
2. Oversee a regional weights and measures inspection program.
3. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

WEIGHTS AND MEASURES INSPECTOR

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education

SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR

Two or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education

SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

WEIGHTS AND MEASURES INSPECTOR

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Math, physics, and electronics as applied to weights and measures; weight categories and conversions.
- National Institute of Standards and Technology (NIST) handbooks 44,130 & 133.
- Safety procedures when working with hazardous chemicals, flammable liquids, and handling mass weights.
- Basic mechanical principles.
- Safe and defensive driving techniques.
- Laws and regulations covering the operation of multiple axle vehicles and trailers.

Skill in:

- Interpersonal communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Prepare reports and explain policies and procedures.
- Handle monies assessed and received; explain applicable policies and procedures.

WEIGHTS AND MEASURES INSPECTOR	31	C	1.407
SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR	33	C	1.404
SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR	36	C	1.401

- Explain applicable policies and procedures.
- Plan, schedule and budget time.
- Enforce weights and measures regulations and procedures; make independent decisions in the field; interpret laws, rules, and procedures; independently investigate and resolve consumer complaints.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Perform measurement operations involving customary weights and measures.
- Use metric measurements and make conversions to customary equivalents.

SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Scale and petroleum systems to enable correct analysis of their operation.
- Weighing and measuring devices, including their proper function and operational principles.
- National Institute of Standards and Technology (NIST) handbook 133.
- Package labeling requirements and inspection regulations, including applicable standards and compliance procedures.
- Principles and practices of supervising and training others.

Ability to:

- Enforce weights and measures regulations and procedures; make independent decisions in the field; interpret laws, rules, and procedures; independently investigate and resolve consumer complaints.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts through effective mediation and negotiation; facilitate constructive exchange of ideas, information, and perspectives with employees, customers, and external agencies; and de-escalate tense or hostile situations with diplomacy, respect, and tact and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review others work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- State purchasing policies and procedures; hearing procedures.
- Businesses which use weighing and measuring devices; adopted National Institute of Standards and Technology Handbook 44.

WEIGHTS AND MEASURES INSPECTOR	31	C	1.407
SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR	33	C	1.404
SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR	36	C	1.401

Ability to:

- Read and interpret technical manuals and adopted handbooks officially used in the examination of weighing and measuring devices.
- Develop procedures and correspond with regulated industries and governmental agencies conducting activities involving weights, measures, and petroleum products.
- Perform measurement operations involving customary weights and measures; use metric measurements and make conversions to customary equivalents.

SPECIAL REQUIREMENTS

1. A valid Nevada driver’s license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. All positions require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

- | | | | | |
|---|--|--|--|--|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 50 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 50 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 50 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 50 lbs | <input checked="" type="checkbox"/> stretching | <input checked="" type="checkbox"/> smelling |

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak English | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor’s instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

WEIGHTS AND MEASURES INSPECTOR	31	C	1.407
SUPERVISOR I, WEIGHTS AND MEASURES INSPECTOR	33	C	1.404
SUPERVISOR II, WEIGHTS AND MEASURES INSPECTOR	36	C	1.401

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ADMISSIONS AND RECORDS ASSISTANT I	23	F	2.228
ADMISSIONS AND RECORDS ASSISTANT II	25	F	2.227
SENIOR ADMISSIONS AND RECORDS ASSISTANT	27	F	2.226
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	29	F	2.225

JOB SUMMARY

Admissions and Records Assistants perform various functions related to students' academic record, including enrollment, reviewing academic requirements for graduation, and making changes to student demographic information and maintaining records for students who are admitted.

JOB DUTIES

ADMISSIONS AND RECORDS ASSISTANT I

1. Assist students and applicants at a counter or over the telephone.
2. Hand out applications for admission and other forms.
3. Review forms and applications submitted and answer questions.
4. Process requests for transcripts.
5. Enter data into computer equipment and image documents for storage.
6. Perform related duties as assigned.

ADMISSIONS AND RECORDS ASSISTANT II

1. Duties performed at the previous level, AND:
2. Receive and review applications for admission, contact applicants to obtain missing information and resolve inconsistencies, and explain admission requirements.
3. Review immunization records, make residency determinations according to NSHE policy, and ensure entrance requirements are met.
4. Obtain and evaluate official transcripts, determine accreditation of previous schools, determine acceptability of transfer credits and course equivalencies, identify duplicate courses, calculate grade point average, and evaluate documented scores on various standardized tests.
5. Notify applicants of admissions acceptance or denial.
6. Communicate, provide, obtain, and exchange information with staff, faculty, administrators, students, other educational institutions, and the public.
7. Apply, explain, and clarify policies and procedures of the applicable institution.
8. Establish and maintain computerized and manual records and enter and update all applicable information.
9. Facilitate the development of an academic schedule including training staff on building classes, assigning classes to locations, cleaning up class details and location data, and publishing class information.
10. Enter substitutions, waivers, and changes for degree requirements.
11. Review, collect, compile, compute, and maintain student data and operational documentation and reports.
12. Extract data from a variety of files, manuals, reports, and external sources.
13. Perform general office support duties and assist in preparations for graduation ceremonies.
14. Perform related duties as assigned.

ADMISSIONS AND RECORDS ASSISTANT I	23	F	2.228
ADMISSIONS AND RECORDS ASSISTANT II	25	F	2.227
SENIOR ADMISSIONS AND RECORDS ASSISTANT	27	F	2.226
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	29	F	2.225

SENIOR ADMISSIONS AND RECORDS ASSISTANT

1. Duties performed at the previous levels, AND:
2. Evaluate international requests for student admission, visas and immigration status, and foreign transcripts.
3. Prepare the master class schedule and assign classroom and instructional space.
4. Coordinate and prepare graduation ceremonies.
5. Propose potential articulation agreements to leadership.
6. Provide support to staff that maintain student records and review degree audit reports.
7. Encode information from college catalogs and interpret degree requirements.
8. Review reports reflecting specific course work completed, credits earned, and grade point average to determine conformance with graduation requirements.
9. Perform related duties as assigned.

SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT

1. Duties performed at the previous levels, AND:
2. Oversee the day-to-day operations of a major component within an admissions and/or records office.
3. Serve as a liaison between students, staff, faculty, and administration.
4. Resolve problems and make appropriate determinations and evaluations.
5. Coordinate input and output from automated information systems and edit and audit computer reports.
6. Implement system enhancements and recommend operational improvements.
7. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ADMISSIONS AND RECORDS ASSISTANT I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

ADMISSIONS AND RECORDS ASSISTANT II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR ADMISSIONS AND RECORDS ASSISTANT

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

ADMISSIONS AND RECORDS ASSISTANT I	23	F	2.228
ADMISSIONS AND RECORDS ASSISTANT II	25	F	2.227
SENIOR ADMISSIONS AND RECORDS ASSISTANT	27	F	2.226
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	29	F	2.225

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

ADMISSIONS AND RECORDS ASSISTANT I

Knowledge of:

- Standard office practices, procedures, and methods; data entry techniques; recordkeeping techniques; telephone etiquette; business English; customer service; clerical accounting procedures.

Ability to:

- Apply and explain applicable rules, regulations, policies, and procedures; read and understand manuals and other detailed written instructions; review applications and other documents for completeness and conformance to established procedures and requirements; maintain records including manual and electronic files.
- Perform basic math calculations; enter data in computer equipment and resolve data discrepancies; type proficiently at an acceptable rate of speed; type, format, and produce correspondence; perform administrative support duties; compose routine business correspondence.

ADMISSIONS AND RECORDS ASSISTANT II

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Manual and electronic recordkeeping techniques; residency requirements for college entrance.

Skill in:

- Customer service.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Research and verify the level, content, unit value, and grading system for courses at other institutions to determine appropriate course equivalencies.
- Provide information on rules, regulations, policies, and procedures related to admissions and/or records operations; review and update maintain records including manual and electronic files; maintain and retrieve data.
- Interact with applicants, students, faculty, and representatives of other institutions to exchange information and make appropriate determinations; compile, organize, and summarize data for inclusion in reports.

SENIOR ADMISSIONS AND RECORDS ASSISTANT

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Functions, operations, practices, and procedures of a college/university admissions and/or records office; student information systems and degree audit reporting systems.

ADMISSIONS AND RECORDS ASSISTANT I	23	F	2.228
ADMISSIONS AND RECORDS ASSISTANT II	25	F	2.227
SENIOR ADMISSIONS AND RECORDS ASSISTANT	27	F	2.226
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	29	F	2.225

- International residency requirements for college entrance; immigration standards related to student visas and required documentation; foreign transcript evaluation procedures.
- Reciprocal articulation agreements.

Ability to:

- Interpret and apply international admissions and/or records regulations, rules, policies, and procedures to individual applicant/student situations; convey information to individuals with limited English language skills and cultural differences.
- Coordinate communications between work groups both within admissions and/or records and the college/university; receive inquiries and resolve problems for staff and students/applicants.
- Research information from a variety of institutional and external sources; compile and update information and prepare reports.

SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Principles and practices of supervision and training.

Ability to:

- Oversee day-to-day operations and activities; coordinate input and output from computerized student information and degree audit report systems; audit and edit computer reports; implement system enhancements and make recommendations for improvement.
- Resolve issues regarding residency, transfer credits, course equivalencies, eligibility for graduation, and other admissions/records questions; evaluate requests and petitions for waivers and exceptions; research and investigate questions and issues requiring the review and consideration of historical data, current developments, and probable outcomes.
- Compile and analyze records, numerical, and descriptive information; compose effective correspondence, announcements, training materials, narrative summaries and reports, proposals and recommendations, and other written materials.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a

ADMISSIONS AND RECORDS ASSISTANT I	23	F	2.228
ADMISSIONS AND RECORDS ASSISTANT II	25	F	2.227
SENIOR ADMISSIONS AND RECORDS ASSISTANT	27	F	2.226
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	29	F	2.225

condition of continuing employment.

3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*

(Check all that apply)

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

Indicate any other requirements which are essential to the successful performance of this job:

(Check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FAMILY SUPPORT WORKER	24	E	3.520

JOB SUMMARY

Family Support Workers provide in-home assistance and instruction to clients and their families regarding homemaking skills, the preparation of healthy and nutritious meals, and basic personal care and hygiene.

JOB DUTIES

1. Provide regular physical care to clients including bathing, dressing, and feeding.
2. Assist in establishing healthy eating habits and personal hygiene.
3. Perform residential cleaning tasks, laundry, and mending clothes.
4. Shop for food and essential supplies, pay bills, balance check book, and assist with budgeting.
5. Plan and prepare nutritious meals consistent with the clients' cultural and economic standards.
6. Assist in planning daily routines for family members to establish a responsible, balanced, and orderly family living environment.
7. Provide intensive in-home assistance services for elderly clients placed in a protective setting resulting from abuse, neglect, exploitation, or isolation.
8. Observe, identify, and report abnormal behavior and evidence of abuse, neglect, exploitation, and/or isolation within the family unit.
9. Monitor client behavior and environment and identify deterioration or improvement in the client's lifestyle.
10. Teach basic parenting skills to clients to enable them to provide proper and necessary care to their children.
11. Instruct and apply behavior modification and related techniques to elicit appropriate behavior from children and adolescents.
12. Explain welfare policies and procedures, food supplement programs and eligibility procedures, and related social programs.
13. Collaborate with social service personnel in referring clients to appropriate agencies for assistance and complete necessary referral forms for services.
14. Prepare and maintain records and reports of time worked, mileage and services provided.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One year of applicable experience as described in the job duties and graduation for high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; federal and State

social service programs; social service organizations and community resources.

- Homemaking skills such as cleaning, washing laundry, and grocery shopping; child and adult nutrition as applied to menu preparation; family budgeting skills.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Develop sound relationships involving trust and respect with clients; identify signs of abuse, neglect and abnormal behavior and report to supervisor; detect negative behavior patterns and take appropriate action; use and teach acceptable child behavior modification techniques.
- Provide intensive in-home assistance services for the aged and elderly who are placed in a protective setting; teach adults proper methods of child care, personal hygiene, and household maintenance.
- Observe client behavior and report improvement or deterioration to the supervisor.
- Perform basic mathematical calculations; keep records and write simple reports.
- Relate to individuals from a variety of socio-ethnic backgrounds with diverse personalities.
- Safely operate an automobile to drive to a client’s residence and various locations necessary to carry out tasks.

SPECIAL REQUIREMENTS

1. A valid Nevada driver’s license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- Ability to communicate on the telephone (hearing)
- Ability to speak
- Ability to write legibly in English
- Ability to read instructions and numbers in English
- Ability to complete tasks with numerous interruptions
- Ability to understand technical manuals
- Ability to work amicably with co-workers
- Ability to learn tasks in a reasonable amount of time
- Ability to follow supervisor's instructions
- Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
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JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TRANSPORTATION AND SAFETY ATTENDANT	26	H	3.535
SUPERVISOR, TRANSPORTATION AND SAFETY ATTENDANT	28	H	3.530

JOB SUMMARY

Transportation and Safety Attendants operate various types of motor vehicles such as shuttle buses, automobiles, vans, light trucks, or golf carts and conduct both interior and exterior fire and life safety patrols.

JOB DUTIES

TRANSPORTATION AND SAFETY ATTENDANT

1. Transport residents to and from medical appointments, events, leisure, and recreational activities.
2. Assist residents with physical, intellectual, and/or cognitive disabilities get in and out of the vehicle.
3. Safely load and secure wheelchairs, walkers, and equipment.
4. Ensure appropriate travel documentation is completed by agency staff and physician's office.
5. Provide courier services by picking up and/or delivering materials.
6. Conduct pre- and post-trip vehicle inspections and clean the exterior and interior of assigned vehicles.
7. Inspect oxygen tanks within the vehicle to ensure proper operation.
8. Perform vehicle maintenance, check oil, gas, radiator coolant, windshield cleaning chemicals, and tire pressure and report vehicle malfunctions and needed repairs.
9. Complete logs and maintain pre- and post-trip vehicle inspections, mileage, passengers transported records.
10. Perform interior and exterior facility fire and life safety patrols.
11. Assist with disaster and fire drills and ensure disaster kits are stocked and up to date.
12. Verify fire extinguishers are pressurized to the correct level, inspect and clean fire sprinklers and smoke detectors, inspect fire-rated doors for functionality, and inspect Automated External Defibrillators to ensure proper function.
13. Monitor the physical condition of the facilities and report failures and deficiencies.
14. Monitor life and safety panels, respond to panel alarms, and report incidents to appropriate staff.
15. Monitor and observe individuals accessing the property and retrieve camera surveillance footage.
16. Maintain proper use, control, accountability, and issuance of keys, electronic access and identification cards, lockers, and lost and found.
17. Provide emergency response and/or assistance regarding safety matters, relay emergency communications, and administer first aid as required.
18. Conduct initial incident reviews and coordinate with agency staff and State and/or local law enforcement agencies for additional investigation.
19. Provide administrative support.
20. Complete and maintain required documentation.
21. Perform related duties as assigned.

SUPERVISOR, TRANSPORTATION AND SAFETY ATTENDANT

1. Duties performed at the previous level, AND:

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2. Coordinate and oversee transportation activities.
3. Develop, implement, and maintain a preventative vehicle maintenance schedule.
4. Assist in the development, review, and implementation of transportation policies and procedures.
5. Coordinate with management in the development of the transportation budget.
6. Develop and submit analytical, narrative, and statistical reports.
7. Assist facility management with safety compliance activities.
8. Monitor the issuance of badges and keys.
9. Ensure logs and forms are properly completed and maintained.
10. Train, supervise, schedule, and evaluate the performance of employees, inmates, and/or students and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

TRANSPORTATION AND SAFETY ATTENDANT

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, TRANSPORTATION AND SAFETY ATTENDANT

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

TRANSPORTATION AND SAFETY ATTENDANT

Knowledge of:

- Applicable federal and State laws and regulations and agency policies and procedures.
- Defensive driving techniques; State of Nevada traffic laws and rules of the road; safe and proper operation of a motor vehicle.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Conduct fire and life safety patrols; read, understand, and implement fire and life safety rules and regulations.
- Write business correspondence and reports; work cooperatively with others including co-workers, program clientele, and the public.
- Operate motor vehicles to include shuttle buses, automobiles, vans, light trucks, or golf carts.
- Complete and maintain forms, logs, and records; perform basic vehicle maintenance; read, understand, and follow city, county, and State maps or navigational systems; understand and follow verbal and written directions.

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- Interact effectively and in a caring and professional manner with individuals who have a myriad of physical, psychological, intellectual and/or cognitive disabilities.

SUPERVISOR, TRANSPORTATION AND SAFETY ATTENDANT

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Transportation scheduling; motor vehicle preventative maintenance; control and accountability of keys and/or electronic access.

Ability to:

- Create and implement forms, logs and reports; effectively and efficiently coordinate, implement, and manage transportation scheduling; develop policies and procedures for the assigned program area; assist in the development of the transportation budget; identify problems and make effective recommendations to resolve problems.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)

- | | | | | |
|--|--|--|---|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 75 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 75 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |

TRANSPORTATION AND SAFETY ATTENDANT	26	H	3.535
SUPERVISOR, TRANSPORTATION AND SAFETY ATTENDANT	28	H	3.530

- | | | | | |
|---|--|---|--|---|
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 75 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 75 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

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STATE OF NEVADA
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JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FLEET SPECIALIST	31	E	7.671
SENIOR FLEET SPECIALIST	33	B	7.670

JOB SUMMARY

Fleet Specialists facilitate fleet operations including vehicle and equipment acquisition, utilization, maintenance, and disposal.

JOB DUTIES

FLEET SPECIALIST

1. Assist in composing, reviewing, and updating referenced technical specifications.
2. Facilitate registration, payment, and insurance processes.
3. Input, update, retrieve, maintain, and ensure the integrity of data in either electronic or paper records.
4. Manage the agency's fleet fuel card program and processes.
5. Perform related duties as assigned.

SENIOR FLEET SPECIALIST

1. Participate in the research and development of bid specifications for vehicles, equipment, supplies and materials.
2. Analyze new vehicle contracts, pricing, specifications, and availability and monitor contract deliverables.
3. Research, compile, and analyze fleet data to assist in the lifecycle of fleet assets.
4. Coordinate and monitor fleet inventory.
5. Ensure accurate and timely acquisition, deployment, and payment of fleet goods and services.
6. Ensure vehicles and equipment are procured, maintained, and repaired according to requirements.
7. Plan, coordinate, and conduct training related to fleet information systems.
8. Participate in the preparation, monitoring, and maintenance of the fleet operations budget.
9. Monitor and facilitate compliance requirements of the internal fuel centers.
10. Facilitate the acquisition of estimates and coordinate collision repairs.
11. Coordinate subrogation of claims in conjunction with State Risk Management and/or private insurance companies and the Attorney General's office.
12. Assist with the development of narrative and financial reports for presentation to management.
13. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
14. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

FLEET SPECIALIST

One or more years of applicable experience as described in the job duties and graduation from high school or

FLEET SPECIALIST	31	E	7.671
SENIOR FLEET SPECIALIST	33	B	7.670

equivalent education.

SENIOR FLEET SPECIALIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

FLEET SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Business practices applicable to fleet management; vehicle and equipment acquisition and disposition; data processing systems and procedures.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Establish and maintain effective and cooperative working relationships; process, format, and generate computer data for reports; organize information and resources systematically.

SENIOR FLEET SPECIALIST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- State purchasing; budget development and maintenance; contract and/or bid specification processes and oversight.

Ability to:

- Plan and implement short- and long-range goals; oversee and coordinate internal and external programs; negotiate with vendors regarding delivery dates of goods and services; facilitate, implement, and coordinate repair, servicing, and maintenance of vehicles and equipment; analyze, interpret, and compile financial and statistical data for comprehensive reports.
- Assign and review work for classified staff, provide training, and give input to performance evaluations and discipline.

SPECIAL REQUIREMENTS

1. A valid Nevada driver’s license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the

FLEET SPECIALIST
SENIOR FLEET SPECIALIST

31 **E** **7.671**
33 **B** **7.670**

possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

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STATE OF NEVADA
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JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PHARMACY TECHNICIAN	27	C	10.723

JOB SUMMARY

Pharmacy Technicians process prescriptions and practitioners' orders and provide support services to pharmacists.

JOB DUTIES

1. Obtain and prepare prescription orders and review for errors or incomplete information.
2. Transcribe orders and record data in patient profiles to meet legal requirements.
3. Sort, stock, and label medications and monitor inventory.
4. Fill medications including floor stock orders.
5. Complete billing forms and record transactions to collect payment.
6. Monitor and inspect drug storage areas.
7. Conduct pharmacy medication room.
8. Maintain and procure inventory and confirm delivery of a variety of items.
9. Ensure activities comply with applicable federal and State laws, regulations, and standards.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the job duties and current licensure as a Pharmaceutical Technician issued by the Nevada State Board of Pharmacy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; medical terminology; pharmaceutical products; pharmaceutical computer systems; requirements of accreditation agencies.
- Metric system of measurement; algebra, biology, and chemistry; drug indications, side effects, and dosage; chemical formulas and terminology.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Maintain a variety of records and files; type prescription labels in proper format; transcribe practitioners' instructions; perform pharmaceutical and mathematical calculations; take inventory of supply and prepare related records; follow verbal and written instructions.

SPECIAL REQUIREMENTS

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor’s instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

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