

Joe Lombardo
Governor



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Director

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Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 12-26

March 13, 2026

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 – PSYCHOLOGIST SERIES,
MANAGER PRIMARY CARE WORKFORCE, MEDICAL
PRACTITIONER, MANAGER HEALTH PROGRAM, DEPUTY CHIEF
INVESTIGATOR

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 April 27, 2026.

If no written objections are received in this office by April 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 #17-26
Posting Expires: April 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/trainee 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 April 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
10.171	Psychological Assistant	41	B	-	<i>Abolish</i>		
10.170	Licensed Psychologist I	44	B	<i>10.170</i>	<i>Psychologist</i>	<i>44</i>	<i>B</i>
10.168	Licensed Psychologist II	45	A	<i>10.168</i>	<i>Supervisor, Psychologist</i>	<i>45</i>	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.200	Primary Care Workforce Development Manager	40	B	<i>10.200</i>	<i>Manager, Primary Care Workforce</i>	<i>40</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.229	Mid-Level Medical Practitioner	43	B	<i>10.229</i>	<i>Medical Practitioner</i>	<i>43</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.232	Health Program Manager I	37	A	<i>10.232</i>	<i>Manager I, Health Program</i>	<i>37</i>	<i>A</i>
10.217	Health Program Manager II	39	A	<i>10.217</i>	<i>Manager II, Health Program</i>	<i>39</i>	<i>A</i>
10.230	Health Program Manager III	41	A	<i>10.230</i>	<i>Manager III, Health Program</i>	<i>41</i>	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.246	AG Deputy Chief Investigator	44	D	<i>13.246</i>	<i>Deputy Chief Investigator</i>	<i>44</i>	<i>D</i>

POSTING DATE: March 13, 2026



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>
PSYCHOLOGIST	44	B	10.170
SUPERVISOR, PSYCHOLOGIST	45	A	10.168

JOB SUMMARY

Psychologists provide psychological testing, evaluation, psychotherapy, counseling, and consultation to individuals in residential, correctional, inpatient and outpatient settings, and/or facilities.

JOB DUTIES

PSYCHOLOGIST

1. Administer, score, and interpret diagnostic and projective tests to provide evaluation and diagnoses.
2. Write comprehensive psychological reports detailing results, observations, findings, and recommendations.
3. Document services provided in applicable charts.
4. Provide crisis intervention services.
5. De-escalate hostile or physically aggressive individuals and refer them to resources or arrange for admission.
6. Participate in treatment meetings to discuss the status and progress of individuals and recommend treatment.
7. Develop treatment plans or individualized functional analysis.
8. Provide individual, family, and group therapy and substance abuse counseling.
9. Conduct psycho-sexual evaluations on sex offenders, diagnostic classification, and provide summary reports.
10. Review psychosocial assessments to monitor treatment effectiveness and determine program eligibility.
11. Consult with treating physicians and ensure service delivery goals are met and documentation is compliant.
12. Record information for billing purposes and recommend third-party payments.
13. Provide court testimony.
14. Plan, develop, and coordinate program services.
15. Participate in committees and facility activities in developing service delivery needs assessments, policies, and procedures.
16. Write and administer grants and participate in accrediting and quality review programs.
17. Develop and conduct presentations or training programs.
18. Perform related duties as assigned

SUPERVISOR, PSYCHOLOGIST

1. Duties performed at the previous level, AND:
2. Provide clinical and administrative oversight.
3. Oversee a psychological services program or unit and establish goals and objectives.
4. Develop budgets, work plans, and administrative reports.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

PSYCHOLOGIST	44	B	10.170
SUPERVISOR, PSYCHOLOGIST	45	A	10.168

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

PSYCHOLOGIST

One or more years of applicable experience as described in the job duties and current Licensure as a Psychologist issued by the State of Nevada Board of Psychological Examiners.

SUPERVISOR, PSYCHOLOGIST

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and current Licensure as a Psychologist issued by the State of Nevada Board of Psychological Examiners.

KNOWLEDGE, SKILLS, AND ABILITIES

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

PSYCHOLOGIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- American Psychological Association Code of Ethics; reference books on psychological treatment and diagnostic and statistical manuals; theories, principles, and practices of psychological testing and interpretation of test results.
- Types, etiology, and treatment of mental disorders; clinical assessment methods; detailed therapeutic principles and techniques used in providing psychological services to clients with mental illness, intellectual, and related disabilities; psychopharmacology; crisis intervention techniques; agency and community resources; normal and abnormal human behavior and development; educational and learning disorders; client rights and confidentiality of information.

Skill in:

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

Ability to:

- Conduct program development projects; implement clinical review systems; administer, score, and interpret psychological tests; communicate test results in written and verbal form; diagnose mental illness, intellectual, and related disabilities; assess client behavior and develop goals for therapy; facilitate individual, group, and family counseling sessions.
- Establish and maintain effective working relationships with clients, inmates, co-workers, and the public; conduct clinical and mental status evaluations and interviews.

SUPERVISOR, PSYCHOLOGIST

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

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.

PSYCHOLOGIST
SUPERVISOR, PSYCHOLOGIST

44 B 10.170
45 A 10.168

- Principles and practices of management to plan, organize, delegate, oversee, and evaluate services; quality improvement principles and techniques.
- Advocacy issues regarding mental illness, intellectual disabilities, dual diagnosis, and substance abuse; psychotropic medication, desired effects, common side effects, and drug interactions.

Ability to:

- Resolve clinical issues resulting from conflicting policies or regulations; establish goals and objectives; develop and recommend budgets, work plans, and administrative reports; communicate complex ideas and problems interdepartmentally; develop programs to meet specific agency needs.
- Integrate results from test instruments and develop appropriate treatment methods and goals.
- 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 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)*

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 20 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 20 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 20 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 20 lbs | ☒ stretching | ☐ smelling |

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

PSYCHOLOGIST
SUPERVISOR, PSYCHOLOGIST

44 B 10.170
45 A 10.168

- | | |
|---|--|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ 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>
MANAGER, PRIMARY CARE WORKFORCE	40	B	10.200

JOB SUMMARY

Managers, Primary Care Workforce plan, develop, organize, coordinate, direct, and evaluate planning and program development for the recruitment and retention of primary care professionals.

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals and objectives and plan and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Evaluate program implementation, tools, and indicators of performance.
5. Analyze programs, identify areas for improvement, and implement solutions.
6. Review and analyze information to identify shortages by location and health care specialty.
7. Identify challenges, research strategies, and implement solutions.
8. Develop and prepare comprehensive analytical, narrative, and statistical reports.
9. Collaborate, coordinate, and perform outreach with federal, State, regional, and community partners.
10. Coordinate discussion groups to develop recommendations to expand the health and social services workforce.
11. Analyze and propose legislative changes for program management, draft amendments and provide testimony.
12. Monitor progress of projects and submit interim and final project reports.
13. Review and evaluate operational efficiency and compliance.
14. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
15. Manage federal grants, State funds, program application fees, and Memorandums of Understanding.
16. Oversee contract administration, negotiate statewide licensing agreements and contracts, and hire contract staff.
17. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
18. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
19. Identify, approve, and direct training needs, recommendations, and the instruction of methods and practices.
20. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
21. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
22. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial 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.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; political and social context; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources; teambuilding and group dynamics.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Workforce development principles and practices related to the health care and social service fields.
- J-1 Visa Waiver Program, Health Professional Shortage Area and Medically Underserved Area/Population designations, National Health Service Corps programs, and other health related workforce development and incentive programs.
- Medicaid and Medicare reimbursement policies; professional licensure and certification requirements; graduate medical education programs; scope of practice requirements.

Skill in:

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

Ability to:

- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- 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.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.

- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

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)*

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 20 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 20 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 20 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 20 lbs | ☒ stretching | ☐ 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 understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ 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
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MEDICAL PRACTITIONER	43	B	10.229

JOB SUMMARY

Medical Practitioners provide medical care to patients, diagnose patient conditions, and prescribe medication.

JOB DUTIES

1. Oversee patient care in a variety of settings and agency locations.
2. Assess health, record and interpret medical histories, conduct physical exams, initiate diagnostic procedures, devise treatment plans and oversee implementation, and ensure adherence to medical standards.
3. Evaluate patients' psychological and physical conditions, consult with other healthcare professionals, and refer care to others.
4. Review and evaluate response to health problems and adjust programs of treatment.
5. Develop, implement, and evaluate clinic protocols.
6. Coordinate and conduct reproductive health program activities.
7. Prescribe and dispense medications, monitor for side effects, and adjust regimens.
8. Utilize approved digital order entry system for prescribing medications.
9. Assess and prioritize patients in emergencies and provide medical interventions to stabilize conditions.
10. Maintain detailed records of findings, diagnoses, treatments, and medication changes and generate reports, records, and summaries utilizing current International Classification of Diseases (ICD) coding system.
11. Offer patient education and counseling to promote healthy habits.
12. Adhere to community and accreditation standards for maintaining hygienic environments.
13. Perform minor surgical procedures as authorized within established protocols.
14. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Current licensure as a Physician Assistant issued by the Nevada State Board of Medical Examiners or licensure as an Advanced Practice Registered Nurse, Family Nurse Practitioner, or Adult Nurse Practitioner issued by the Nevada State Board of Nursing.

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.
- Human anatomy and advanced pathophysiology and pharmacology; current medical terminology; medical diagnoses and major signs and symptoms, including familiarity with applicable diagnostic and procedure manuals; physical examination methods and techniques.
- Practices, methods, and procedures used in the facility to which assigned; medication protocols including therapeutic effects, side effects, toxicity, and common dosages; medical diagnosis and treatment of acute

and chronic conditions; community health standards; universal precautions and infection control techniques and procedures; ICD coding system.

- Minor surgical procedures within protocols, scope of license, and as allowed under the Physician Assistant's scope of practice or within the Advanced Practice Registered Nurse's scope of practice; documentation processes.

Skill in:

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

Ability to:

- Interview patients to elicit information concerning medical history, illnesses, health, symptoms, and complaints; clinically assess, diagnose, and treat illnesses and health conditions; properly interpret results of examinations, laboratory tests, and X-rays; utilize ICD coding system.
- Develop, implement, and evaluate a medical care plan; provide patient education and counseling; prepare and maintain medical records, charts, reports, and summaries; provide emergency medical treatment; maintain patient confidentiality.
- Develop and maintain effective working relationships with medical colleagues, preceptors, and patients; deal effectively with personnel and staffing issues; delegate appropriate assignments to subordinate staff.

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)*

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 20 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 20 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 20 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 20 lbs | ☒ stretching | ☐ 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 understand technical manuals

- ☒ 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 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

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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>
MANAGER I, HEALTH PROGRAM	37	A	10.232
MANAGER II, HEALTH PROGRAM	39	A	10.217
MANAGER III, HEALTH PROGRAM	41	A	10.230

JOB SUMMARY

Managers, Health Program plan, develop, organize, coordinate, direct, and evaluate programs related to maternal, child and family health, nutrition, disease control, and/or other health programs.

JOB DUTIES

MANAGER I, HEALTH PROGRAM

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals and objectives and plan and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Compile and analyze data related to performance indicators, quality assurance, and related information.
5. Ensure appropriate records and reports are prepared, maintained, and submitted.
6. Research, develop, write, administer, and maintain grant proposals and processes.
7. Develop and conduct surveys and assessments.
8. Design, formulate, establish, and implement methods, standards, and data collection techniques to evaluate program outcomes and success.
9. Analyze, prepare, and present data to stakeholders and adjust priorities based on agency and program needs.
10. Coordinate with stakeholders to identify health needs, issues, and gaps in service.
11. Coordinate and participate in task forces and other work groups.
12. Analyze and propose legislative changes for program management, draft amendments and provide testimony.
13. Conduct public education, outreach campaigns, and promotional activities.
14. Prepare, justify, implement, and monitor program budgets.
15. Negotiate contracts for services and prepare, review, and monitor service contracts.
16. Develop and prepare comprehensive analytical, narrative, and statistical reports.
17. Conduct or attend meetings, conferences, and make presentations to a variety of groups as required.
18. Manage programs related to health education and prevention.
19. Track, analyze, and report health-related data for compliance.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. Perform related duties as assigned.

MANAGER II, HEALTH PROGRAM

1. Oversee long-range, broad-based planning and policy development for a statewide program involved in health service delivery to at-risk populations with significant health issues, nutritional deficiencies, or other health related problems.

MANAGER I, HEALTH PROGRAM	37	A	10.232
MANAGER II, HEALTH PROGRAM	39	A	10.217
MANAGER III, HEALTH PROGRAM	41	A	10.230

2. Perform related duties as assigned.

MANAGER III, HEALTH PROGRAM

1. Control and administer multiple complex funding sources and budgets.
2. Oversee staff engaged in providing services through a regional Early Intervention Services program.
3. Serve as a regional manager of the Health Care Quality and Compliance Bureau and carry out policy and management directives.
4. Assist the Child, Family, and Community Wellness Bureau Chief in administration of the bureau and manage the Communicable Disease, Chronic Disease, and Office of Minority Health sections and the Children With Special Health Care Needs program and billing functions.
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MANAGER I, HEALTH PROGRAM

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

MANAGER II, HEALTH PROGRAM

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory/managerial experience and graduation from high school or equivalent education.

MANAGER III, HEALTH PROGRAM

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial 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.)

MANAGER I, HEALTH PROGRAM

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; political and social context; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources; teambuilding and group dynamics.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Principles, practices, and current trends in planning, organizing, delivering, evaluating, and managing a public health program; health programs, agencies, and initiatives related to disease prevention, health promotion, and health awareness.

MANAGER I, HEALTH PROGRAM	37	A	10.232
MANAGER II, HEALTH PROGRAM	39	A	10.217
MANAGER III, HEALTH PROGRAM	41	A	10.230

Skill in:

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

Ability to:

- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- 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.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

MANAGER II, HEALTH PROGRAM

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

Ability to:

- Organize, coordinate, and direct the activities of professional staff and clinicians in a specified health program; administer multiple program activities; resolve complex issues and problems related to health service delivery.
- Analyze workload indicators, organizational structures, conduct cost/benefit studies, and make recommendations to facilitate the delivery of services to clients.
- Increase the optimum level of professional services available to clients; monitor performance levels and analyze a variety of written and statistical information.

MANAGER I, HEALTH PROGRAM	37	A	10.232
MANAGER II, HEALTH PROGRAM	39	A	10.217
MANAGER III, HEALTH PROGRAM	41	A	10.230

MANAGER III, HEALTH PROGRAM

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

Ability to:

- Coordinate and integrate clinic services with federal, State, and local programs and resources; participate in presentations, special committees, and statewide conferences.
- Plan, organize, coordinate, and manage health, social, and other services for children who have, or may be at risk for developmental delays and/or chronic diseases.
- Manage the activities, services, staff, and physical facilities of a regional Early Intervention Services program; coordinate the services of multiple therapeutic disciplines.

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)*

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 20 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 20 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 20 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 20 lbs | ☒ stretching | ☐ 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 understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, |

MANAGER I, HEALTH PROGRAM	37	A	10.232
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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>
DEPUTY CHIEF INVESTIGATOR	44	D	13.246

JOB SUMMARY

Deputy Chief Investigators plan, develop, organize, coordinate, direct, and evaluate the day-to-day operations, and provide administrative direction to a multi-disciplinary or large investigative unit.

JOB DUTIES

1. Plan, coordinate, and control operations and coordinate the investigation process.
2. Oversee daily operations, review and recommend improvements in policies, procedures, work methods, techniques, systems, and equipment for division improvement and efficient operations.
3. Develop goals and objectives and plan and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Evaluate and recommend the purchase of equipment.
5. Provide direction and coordinate investigations with representatives of law enforcement and other agencies.
6. Develop, implement, and oversee policies, procedures, goals, objectives, and strategic planning to meet agency mandates, including program design, statutory compliance, and goal achievement.
7. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
8. Analyze and propose legislative changes, draft amendments, and provide testimony.
9. Prepare, submit, and monitor the budget, review and recommend expenditures, and forecast and justify program needs.
10. Monitor the preparation of evidence and investigative reports for court cases.
11. Direct and/or conduct sensitive or high-profile criminal, civil, grand jury and other investigations.
12. Testify in court regarding investigative actions, involvement, observations, and information obtained.
13. Compile data and prepare and submit analytical, narrative, and statistical reports on activities.
14. Oversee the budget development process; identify and forecast staffing needs, equipment, materials and supply requirements; administer the approved budget and approve program adjustments.
15. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
16. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and Certification as a Category I or II Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, and agency policies and procedures; operation, structure, function, and practices of various law enforcement and criminal justice agencies; where to obtain needed information or documents required to substantiate or negate suspected criminal violations.
- Methods, principles, standards, and techniques applicable to investigations; interviewing and interrogation techniques; rules of evidence; criminal procedure; criminal records; specialized terminology within the assigned area; investigative principles, practices, and techniques.
- Principles and practices of management, supervision, and training; State human resources regulations; principles and practices of management; State budgeting and purchasing principles and practices; and development of policies, procedures, goals, and objectives.
- Principles of officer safety, public safety, and risk mitigation and management.

Skill in:

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

Ability to:

- Use initiative and independent judgement within established legal or procedural guidelines.
- Operate a police car, police radio, firearms, and other weapons and equipment.
- Manage program areas relevant to the assigned area to achieve performance indicators, goals, and objectives; develop, implement and review the investigative process and outcomes; direct investigative operations appropriate to the assigned area; prepare and submit reports on activities.
- Plan, coordinate, and expedite investigations; coordinate, set priorities, and assign work; motivate others to perform effectively; perform administrative duties appropriate to the assigned area.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
- Establish and maintain cooperative working relationships with others; analyze, evaluate, and present data, statistics, and reports related to activities; assist in establishing program goals and objectives; interpret and apply laws and regulations to administer assigned program areas; administer a budget; develop, interpret, and disseminate agency policies and procedures; take appropriate action in emergency situations to ensure safety.
- 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 condition of continuing employment.
3. This position requires pre-employment screening for controlled substances.
4. The State of Nevada requires applicants to consent to a background check, which includes a review of criminal and employment history, and other personal history information including references, education records, neighborhood and credit checks, and a truthfulness examination with either a polygraph or computer voice stress analyzer (CVSA). 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)

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☒ running | ☒ lifting, 20 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 20 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 20 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 20 lbs | ☒ stretching | ☐ 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 understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ 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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