



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701  
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**MEMO PERD #33/12**

August 9, 2012

TO: Personnel Commission Members  
Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Employee Representatives

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*  
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

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Attached are 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 Peter Long at [plong@admin.nv.gov](mailto:plong@admin.nv.gov) no later than September 7, 2012.

If no written objections are received in this office by September 7, 2012, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

# NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: 01-13  
Posting Expires: September 7, 2012

Per NRS 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

| CURRENT |                             |             | PROPOSED |                             |             |
|---------|-----------------------------|-------------|----------|-----------------------------|-------------|
| CODE    | TITLE                       | GRADE/EEO-4 | CODE     | TITLE                       | GRADE/EEO-4 |
| 10.545  | Environmental Scientist IV  | 38 B        | 10.545   | Environmental Scientist IV  | 38 B        |
| 10.525  | Environmental Scientist III | 36 B        | 10.525   | Environmental Scientist III | 36 B        |
| 10.536  | Environmental Scientist II  | 35 B        | 10.536   | Environmental Scientist II  | 35 B        |
| 10.548  | Environmental Scientist I   | 32 B        | 10.548   | Environmental Scientist I   | 32 B        |

## **EXPLANATION OF CHANGE**

As the class specification is currently written, the kinds of professional environmental experience required for positions in this series include compliance and enforcement, which are not relevant to the duties of a significant number of Environmental Scientists. The blanket requirement serves to screen out otherwise qualified applicants, many with excellent credentials, who have non-governmental or other backgrounds which provided no opportunity to acquire compliance and enforcement experience.

The proposed revision removes the blanket requirement and adds an Informational Note to the effect that some positions may require specialized experience to be identified at the time of recruitment, i.e., in the job announcement. The hiring agencies would thereby have the ability to consider only applicants meeting the general requirements and possessing any additional qualifications necessary for particular positions, which could include experience in compliance, enforcement, and/or other specialties where appropriate. In the absence of such additional requirements, experience in the areas of research, planning, and technical support would be sufficient to qualify.

Other changes involve addition of a reference to knowledge of environmentally sustainable practices and modifications to the length of required experience for the II, III, and IV levels in order to better reflect the grade intervals and differences in responsibility among classes in the series.

The five agencies that use this series provided subject matter experts to assist in the study and support the recommendation.

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| CURRENT |                              |             | PROPOSED |                              |             |
|---------|------------------------------|-------------|----------|------------------------------|-------------|
| CODE    | TITLE                        | GRADE/EEO-4 | CODE     | TITLE                        | GRADE/EEO-4 |
| 10.125  | Clinical Program Planner III | 42 A        | 10.125   | Clinical Program Planner III | 42 A        |
| 10.128  | Clinical Program Planner II  | 40 B        | 10.128   | Clinical Program Planner II  | 40 B        |
| 10.129  | Clinical Program Planner I   | 38 B        | 10.129   | Clinical Program Planner I   | 38 B        |

## **EXPLANATION OF CHANGE**

This revision removes the requirement for having had “supervised clinical hours” or “supervised clinical experience,” which is impractical for recruiters to verify and excludes otherwise well-qualified applicants. Also, all future selectees will have to have at least a master’s degree, consistent with the statement in both the current and revised series concepts that “duties require graduate level education.”

The experience requirement for the III level has been reduced from five years to four and for the I level has been increased from one year to two for the purpose of greater consistency within the classification plan. The series and class concepts have been updated, and changes of an editorial nature have been made throughout the document. No reallocations or grade changes were involved in this study.

The Department of Health and Human Services and its constituent agencies which use this series provided valuable assistance in updating the class specification through involvement of subject matter experts and human resources staff.

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The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0151.

**Objections to the proposed change(s) must be received in writing by September 7, 2012.** Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment, Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

**POSTING DATE: August 9, 2012**



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

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**CLASS SPECIFICATION**

| <u>TITLE</u>                       | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u>   |
|------------------------------------|--------------|--------------|---------------|
| <b>ENVIRONMENTAL SCIENTIST IV</b>  | <b>38</b>    | <b>B</b>     | <b>10.545</b> |
| <b>ENVIRONMENTAL SCIENTIST III</b> | <b>36</b>    | <b>B</b>     | <b>10.525</b> |
| <b>ENVIRONMENTAL SCIENTIST II</b>  | <b>35</b>    | <b>B</b>     | <b>10.536</b> |
| <b>ENVIRONMENTAL SCIENTIST I</b>   | <b>32</b>    | <b>B</b>     | <b>10.548</b> |

**SERIES CONCEPT**

Environmental Scientists perform program research, planning and development, permitting, compliance monitoring, inspections/enforcement, and technical support services in relation to air, water, federal facilities, corrective action, mining, biology, and waste environmental programs.

Develop program documents such as the annual program plan, quarterly activities report, environmental assessments, technical reports, and environmental impact statements in accordance with federal and state requirements; review existing program standards; research, compile and verify available data; analyze data and trends including the projected impact of federal, state and local regulations; propose new or revised standards; develop regulations, procedures and protocols and draft legislation; provide information and technical assistance to the general public and regulated community; develop and provide training to staff and the regulated community; prepare various reports as required for planning or in response to requests from the legislature, general public, regulated community, EPA, or DEP administration; conduct public hearings; justify with fact sheets and discussion as required.

Conduct research through the use of technical, scientific and historical data to provide a tool for administrative and resource planning and decision making; coordinate with other agencies involved in the implementation of environmental programs; represent the Division or agency at various meetings involving other local, state, federal regulatory and resource agencies, the public and the regulated community; participate in policy and regulation development at the local, state and national level.

Develop grant applications, proposals for performance, grant workplans, budgets and applications using state and federal policies and procedures; negotiate commitments with the Environmental Protection Agency, U.S. Fish and Wildlife, Army Corps of Engineers and other state and local agencies; solicit project proposals; negotiate workplans and draft contract documents and required amendments; monitor grant performance, expenditures, and contracts.

Develop and draft permits for industry and governmental entities; compile facility data; examine and adapt the permit to applicable standards; establish limitations; review permits for regulatory compliance; perform public permit notification and final permit issuance.

Perform compliance monitoring; analyze submitted environmental reports in relation to technical, scientific, and legal criteria and make recommendations to ensure compliance; take periodic samples according to established protocol and transport to appropriate laboratories; operate various monitoring equipment; evaluate new and existing sample sites for usefulness.

Respond to environmental complaints through investigation, determination of complaint validity and determination of appropriate action to be taken.

|                                    |           |          |               |
|------------------------------------|-----------|----------|---------------|
| <b>ENVIRONMENTAL SCIENTIST IV</b>  | <b>38</b> | <b>B</b> | <b>10.545</b> |
| <b>ENVIRONMENTAL SCIENTIST III</b> | <b>36</b> | <b>B</b> | <b>10.525</b> |
| <b>ENVIRONMENTAL SCIENTIST II</b>  | <b>35</b> | <b>B</b> | <b>10.536</b> |
| <b>ENVIRONMENTAL SCIENTIST I</b>   | <b>32</b> | <b>B</b> | <b>10.548</b> |

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### **SERIES CONCEPT (cont'd)**

Conduct inspections to ensure compliance with federal, state and local regulations; inspect pollution control equipment; take or observe others taking samples; determine whether violations are occurring; make a detailed report and recommendation to the appropriate entity; determine appropriate enforcement action to be initiated; prepare notices of violation; meet with the regulated community, potentially responsible parties and attorneys to present findings and negotiate resolutions, administrative settlements and civil penalties; give depositions, testify in court as required and serve as the state's expert witness in law suits and other court matters.

Perform various technical services required to carry out any of the above mentioned duties, including calculating pollutant concentrations, calibrating a variety of sampling equipment and preparing monitoring sites.

Input and access data to and from a national data system maintained by the Environmental Protection Agency in accordance with federal grant requirements; performs computer modeling using computer programs to manipulate data; evaluate environmental data and make decisions based on this information.

Perform related duties as assigned.

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### **CLASS CONCEPTS**

**Environmental Scientist IV:** Positions allocated to this class plan, organize and supervise the work of lower level Environmental Scientists, Engineers, Interns, Federal IPA's and other contractors for one or more components of the air, water, federal facilities, mining, biology, corrective action, or waste programs. Incumbents develop, implement and manage new or existing programs; develop and make formal presentations to regulatory boards, commissions, natural resource agencies and the legislature; draft legislation and develop rules and regulations; develop budgets, approve purchases and monitor expenditures; and negotiate with other State, federal and local entities concerning contracts, grants, cases, incidents and other multi-jurisdictional issues. In addition, they perform the range of duties described in the series concept. Incumbents receive general supervision, and work is reviewed through progress reports and meetings. Federal and state statutes and regulations are available for reference, however, original problem solving is required.

**Environmental Scientist III:** Positions allocated to this class are assigned primary responsibility for the complex planning, enforcement, contract coordination, pollution prevention, monitoring, and/or permitting functions within a program area (e.g. air pollution) and may provide work direction to lower level staff. Incumbents perform work assignments independently and are accountable for the final work product. Incumbents receive general supervision, and work is reviewed through progress reports and meetings and as the need arises when unusual circumstances occur. This is the advanced journey level class in the series.

**Environmental Scientist II:** Positions allocated to this class perform the range of duties described in the series concept under the direction of a higher level Environmental Scientist or Engineer, and work is reviewed on a regular basis. This is the journey level class in the series.

**Environmental Scientist I:** Positions allocated to this class receive training in the performance of the duties described in the series concept under the direct supervision of a higher level Environmental Scientist or Engineer. This is the entry level class in the series.

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|                             |    |   |        |
|-----------------------------|----|---|--------|
| ENVIRONMENTAL SCIENTIST IV  | 38 | B | 10.545 |
| ENVIRONMENTAL SCIENTIST III | 36 | B | 10.525 |
| ENVIRONMENTAL SCIENTIST II  | 35 | B | 10.536 |
| ENVIRONMENTAL SCIENTIST I   | 32 | B | 10.548 |

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## MINIMUM QUALIFICATIONS

### INFORMATIONAL NOTE:

\* *Some positions may require specialized experience which will be identified at the time of recruitment.*

### ENVIRONMENTAL SCIENTIST IV

EDUCATION AND EXPERIENCE: Bachelor's degree in the physical, natural resource or life sciences, engineering or closely related field and ~~[five]~~ **four** years of professional environmental experience which involved environmental program research, planning, ~~[compliance, enforcement]~~ and technical support; **OR** an equivalent combination of education and experience; **OR** ~~[two years]~~ **18 months** of experience as an Environmental Scientist III in ~~[the State of]~~ Nevada **State service**. (*See Informational Note*)

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

**Knowledge of:** federal, State and Division contract, grant, procurement, and budgeting policies and procedures; personnel policies and procedures; evolving Nevada and other state and federal statutes and regulations and programs related to pollution control; the scientific principles and current technology associated with pollution control and related environmental terminology; the environmental impact associated with the release of toxic chemicals and biological agents. **Ability to:** evaluate program needs and plan and implement one or multiple program elements; evaluate and monitor program performance; prepare and administer contracts, grants and budgets and ensure tracking of expenditures in order to make contract, grant and budget adjustments during the fiscal year; develop program documents with or without Federal and State guidelines; develop and draft permits for industry and governmental entities; interpret environmental laws and regulations and apply them to varying situations; apply environmental science knowledge and technical data obtained in written form and/or through hearings and/or field investigations to a variety of complex situations and formulate logical and objective conclusions; write clear and concise legal agreements; interpret complex regulations in the broader context of its impact on other programs within the agency; apply conflict resolution and related skills to issues involving other governmental agencies, the regulated community, potentially responsible parties, and staff, and work objectively towards resolution; review and evaluate the work of others; *and all knowledge, skills and abilities required at the lower levels.*

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

**Knowledge of:** legal procedures such as open meeting laws, criminal enforcement, *and* administrative proceedings~~[-ete]~~; diverse programs and regulations being implemented by other state, federal and local agencies which relate to the program areas being managed; the socio-economic and environmental impact of decisions and proposed regulations on the regulated community, the public and the agency. **Ability to:** set and revise priorities, track and manage multiple projects and output, reassign tasks, direct individuals and teams, manage and motivate professional employees, and improve production to compensate for anticipated and unanticipated changes due to internal or external forces in order to reach organization goals and objectives; develop and make presentations to regulatory boards, natural resource agencies and groups, and commissions; develop State regulations, standards, guidelines and procedures; maintain an awareness of, understand and work within complex interactions and recognize implications of any decision making at the federal, state and local level which may impact programs; determine that staff decisions are based on sound environmental protection principles and that they are consistent with applicable division or agency policies and state and federal statutes and regulations; organize statewide, regional and national conferences and meetings that bring together individuals from other agencies, non-governmental organizations, the regulated community and the public to negotiate solutions to major or controversial issues; estimate the cost of a project; identify more effective methods of work operation; analyze information, technical data, problems, situations, practices and procedures and define the problem or objective; identify relevant concerns or factors, patterns of operation, tendencies and relationships and recognize their implications to resolve conflicts; make comprehensive recommendations on environmental problems; organize and manage complex programs related to the control of biological and chemical agents and/or pollutants discharged into the environment.

|                             |    |   |        |
|-----------------------------|----|---|--------|
| ENVIRONMENTAL SCIENTIST IV  | 38 | B | 10.545 |
| ENVIRONMENTAL SCIENTIST III | 36 | B | 10.525 |
| ENVIRONMENTAL SCIENTIST II  | 35 | B | 10.536 |
| ENVIRONMENTAL SCIENTIST I   | 32 | B | 10.548 |

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## MINIMUM QUALIFICATIONS (cont'd)

### ENVIRONMENTAL SCIENTIST III

**EDUCATION AND EXPERIENCE:** Bachelor's degree in the physical, natural resource or life sciences, engineering or closely related field and three years of professional environmental experience which involved environmental program research, planning, [~~compliance, enforcement~~] and technical support; **OR** an equivalent combination of education and experience; **OR** ~~[two]~~ **one** year[s] of experience as an Environmental Scientist II in [~~the State of~~] Nevada *State service*. (*See Informational Note*)

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

**Knowledge of:** [~~the legal system as it applies to the Division and specific~~] legal procedures [~~as applied~~] *related* to the enforcement of pollution control, *if applicable to the position*; EPA grant requirements. **Ability to:** effectively communicate technical, scientific, environmental, regulatory and legal information verbally and in writing to subordinates, individuals and groups with varying backgrounds; evaluate potential radiological, chemical and/or biological hazards and determine proper actions to safeguard individual and public safety; recognize existing or potential problems which require communication to higher level management; act as a lead worker to organize, oversee and delegate work responsibilities; independently establish priorities which accurately reflect the relative importance of job responsibilities; interpret and enforce department and Division policies and rules; draft complete, accurate, legally defensible enforcement/mitigation action and programmatic documents and effectively implement enforcement/mitigation action procedures; negotiate with the regulated and natural resource community to ensure compliance and resolve issues; analyze complex data and apply concepts to difficult problems; *and all knowledge, skills and abilities required at the lower levels.*

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

*(These are identical to the entry level knowledge, skills and abilities identified for Environmental Scientist IV.)*

### ENVIRONMENTAL SCIENTIST II

**EDUCATION AND EXPERIENCE:** Bachelor's degree in the physical, natural resource or life sciences, engineering or closely related field and [~~one year~~] **18 months** of professional environmental experience which involved environmental program research, planning, [~~compliance, enforcement~~] and technical support; **OR** an equivalent combination of education and experience; **OR** [~~one year~~] **18 months** of experience as an Environmental Scientist I in [~~the State of~~] Nevada *State service*. (*See Informational Note*)

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

**Knowledge of:** state and federal regulations pertaining to pollution control; *environmentally sustainable practices*; safety measures as applied to investigation and survey of a regulated industry; laboratory test methods and equipment; computer data input and retrieval; computer modeling using computer programs to manipulate data; available sources within the agency to obtain needed information. **Ability to:** take samples according to established sampling protocol and preservation methods; write technical reports, memoranda, and letters regarding pollution control which contain clear and concise information and analysis; communicate effectively with peers, office staff, the regulated community, other agencies, attorneys, technicians and the general public; evaluate environmental, economic, legal, health and safety variables, reach proper conclusions and make correct decisions; calibrate and operate a variety of technical equipment; work independently to complete assignments with minimal direction and within established time frames; work with frequent interruptions; organize multiple assignments; [~~handle~~] **respond to** resistant, indifferent, or hostile people and resolve problems; establish and maintain a good working rapport with the regulated community; *and all knowledge, skills and abilities required at the lower level.*

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

*(These are identical to the entry level knowledge, skills and abilities identified for Environmental Scientist III.)*

|                             |    |   |        |
|-----------------------------|----|---|--------|
| ENVIRONMENTAL SCIENTIST IV  | 38 | B | 10.545 |
| ENVIRONMENTAL SCIENTIST III | 36 | B | 10.525 |
| ENVIRONMENTAL SCIENTIST II  | 35 | B | 10.536 |
| ENVIRONMENTAL SCIENTIST I   | 32 | B | 10.548 |

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### MINIMUM QUALIFICATIONS (cont'd)

#### ENVIRONMENTAL SCIENTIST I

EDUCATION AND EXPERIENCE: Bachelor's degree in the physical or life sciences, engineering or closely related field; **OR** an equivalent combination of education and experience. (*See Informational Note*)

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

**Knowledge of:** the physical and biological aspects of the environment including[?] zoology, biology, hydrology, bioclimatology, ecology, geology, physics, **and** organic/inorganic chemistry; environmental terminology. **Ability to:** read and comprehend technical and legal documents including: scientific papers, regulations, statutes, engineering plans and specifications, legal agreements and EPA technical guidance manuals; prepare and present written reports; apply mathematical concepts and principles including: algebra, trigonometry, geometry, and statistics; operate personal computers and corresponding software.

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

(*These are identical to the entry level knowledge, skills and abilities identified for Environmental Scientist II.*)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

|                 | <u>10.545</u>        | <u>10.525</u>           | <u>10.536</u>           | <u>10.548</u>        |
|-----------------|----------------------|-------------------------|-------------------------|----------------------|
| ESTABLISHED:    | 7/1/87P<br>1/30/87PC | 7/18/80                 | 5/18/78                 | 12/15/78             |
| REVISED:        |                      | 7/1/87-12P<br>1/30/87PC | 7/1/87-12P<br>1/30/87PC | 7/1/87P<br>1/30/87PC |
| REVISED:        |                      | 11/13/87-3              |                         |                      |
| REVISED:        |                      | 3/13/90-3               |                         |                      |
| REVISED:        | 7/1/97P<br>9/19/96PC | 7/1/97P<br>9/19/96PC    | 7/1/97P<br>9/19/96PC    | 7/1/97P<br>9/19/96PC |
| <b>REVISED:</b> | <b>9/7/12UC</b>      | <b>9/7/12UC</b>         | <b>9/7/12UC</b>         | <b>9/7/12UC</b>      |





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

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**CLASS SPECIFICATION**

| <u>TITLE</u>                 | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|------------------------------|--------------|--------------|-------------|
| CLINICAL PROGRAM PLANNER III | 42           | A            | 10.125      |
| CLINICAL PROGRAM PLANNER II  | 40           | B            | 10.128      |
| CLINICAL PROGRAM PLANNER I   | 38           | B            | 10.129      |

**SERIES CONCEPT**

Clinical Program Planners perform and supervise a variety of planning and analytical functions in support of clinical programs and ~~[Division]~~ activities *within divisions of the Department of Health and Human Services*, including quality improvement, program design, *policy and procedure development*, program evaluation, research, contract and grant development and administration, strategic planning, and training initiatives~~[-, where such].~~ *Such* duties require graduate level education in *health-related or* social science planning and research, and professional experience in clinical service delivery. The series is not to be used for positions whose duties can be accomplished without such training and experience. *Incumbents are typically located in a division central office where broad-based planning and program design and evaluation occur.* Incumbents must integrate clinical service delivery concerns into their planning and analytical services to promote service delivery effectiveness and quality according to valid and relevant measures.

Plan, coordinate, and monitor quality improvement~~[-, program evaluation, training,]~~ and strategic planning activities; ~~[through conducting needs assessments and internal performance standard reviews, formally soliciting community input regarding programs, identifying stakeholder values, and formulating outcome measures]~~ *develop policies and procedures for quality assurance and quality improvement processes relating to internal programs and community providers; design and conduct program evaluations for use in program [evaluation,] planning, budget development, and resource allocation decisions; develop clinical practice guidelines and standards incorporating evidence-based best practices.* ~~[Supervise the collection and analysis of related data, and the preparation of regular and ad hoc reports. Review program evaluation data to identify trends and possible cause/effect relationships. Conduct clinical case reviews to evaluate appropriateness of clinical services provided and compliance with policies and procedures. May design or coordinate training activities to address identified deficiencies.]~~

*Oversee the collection and analysis of program evaluation data for preparation of regular and ad hoc reports; review data to identify trends and possible cause/effect relationships; conduct clinical case reviews to evaluate appropriateness of clinical services provided and compliance with policies, procedures, and regulations; may design, coordinate, and conduct training on clinical tools, intervention models, core competencies, and improvement processes.*

Monitor availability of external funding for new and ongoing division activities.

Develop budget requests and monitor expenditures against approved budgets for program planning function; participate in resource allocation decisions regarding the agency's clinical programs.

Research and write a variety of correspondence, recommendations, and reports; design, conduct or supervise literature or field research on various aspects of clinical service delivery.

|                              |    |   |        |
|------------------------------|----|---|--------|
| CLINICAL PROGRAM PLANNER III | 42 | A | 10.125 |
| CLINICAL PROGRAM PLANNER II  | 40 | B | 10.128 |
| CLINICAL PROGRAM PLANNER I   | 38 | B | 10.129 |

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### SERIES CONCEPT (cont'd)

Administer contracts and grants; communicate funding source requirements to contractor or service delivery staff, and monitor compliance; develop funding proposals, status reports, and requests for proposals; conduct public hearings to receive input on proposals; evaluate proposals and participate in selecting contractors; negotiate contractual agreements; develop and implement monitoring criteria and procedures; train contractors; review program and fiscal reports; conduct on-site program audits; identify and communicate corrective actions needed; recommend revocation of funding when necessary; respond to funding agency inquiries and audit findings.

*Develop practice guidelines and standards, prepare and present training programs, provide technical assistance to internal and external clinical supervisors in the use of clinical tools and evidence-based practices, assess the quality of care in delivery of services, and evaluate the attainment of program goals by internal and external providers.*

Supervise quality assurance, program evaluation, data processing, and [other] support staff; may [manage] *oversee* management information systems.

May serve as liaison to advisory or policy-making committees; may track legislative activities relevant to the division and provide legislative testimony.

Perform related duties as assigned.

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### CLASS CONCEPTS

**Clinical Program Planner III:** Positions assigned to this class manage a centralized planning, research, and evaluation function for a large Division with multiple service delivery agencies statewide, and supervise subordinate supervisors and employees at multiple locations statewide. Responsibilities typically include Division-wide quality improvement and quality assurance *for both internal programs and community providers*, program planning, program evaluation, [and] contract administration, *and grant management*.

As an example, a position allocated to this class in the Division of Mental Health and Developmental Services manages all of the listed functions for the entire Division, including some contract administration. The Division has 12,500 clients and 1,000+ employees. Ten employees report to this position, including three subordinate supervisors at different locations statewide.

**Clinical Program Planner II:** Positions assigned to this class [supervise] *oversee* quality improvement and quality assurance, program planning, program evaluation, and/or contract administration for a portion of a division, which includes multiple service delivery programs statewide. Positions at this level typically supervise a small staff *which may include Clinical Program Planner I's, Licensed Psychologists, and/or other professional positions*.

As an example, a position allocated to this class [in the Treatment Services agency] within the Division of Child and Family Services oversees quality improvement, program planning and evaluation for [that] *the statewide children's mental health agency, which has 300+ employees*. [performs some contract administration functions for the Division, and supervises a professional performing data analysis and a clerical position. The Treatment Services Agency has 3600 clients and 200 employees.] *The incumbent supervises two professionals and two administrative support personnel.*

**Clinical Program Planner I:** Positions assigned to this class [supervise] *oversee* quality improvement and quality assurance, program planning, program evaluation, [and/or] *and related* contract administration for a *portion of a* large program with multiple service delivery components, which may be regional or statewide. Positions at this level [typically] *may* supervise a small staff.

|                              |    |   |        |
|------------------------------|----|---|--------|
| CLINICAL PROGRAM PLANNER III | 42 | A | 10.125 |
| CLINICAL PROGRAM PLANNER II  | 40 | B | 10.128 |
| CLINICAL PROGRAM PLANNER I   | 38 | B | 10.129 |

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## MINIMUM QUALIFICATIONS

### INFORMATIONAL NOTE:

- \* *Some positions require professional licensure, certification, and/or specialized experience which will be identified at the time of recruitment.*

### CLINICAL PROGRAM PLANNER III

EDUCATION AND EXPERIENCE: [A] Master's degree from an accredited college or university in a social science *or health-related* field, which included clinical intervention coursework, and ~~[five]~~ **four** years of *professional* experience in a mental health or ~~[mental retardation]~~ **intellectual disability** service delivery setting ~~[which included supervised clinical experience,]~~ **including work as a clinician and in program evaluation and/or program planning [and/or evaluation, and supervision of professionals;]. One year of the required experience must have included supervision of professionals; OR** an equivalent combination of ~~[education and experience]~~ **experience and education above the master's degree level.**

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

**Ability to:** supervise subordinate supervisors with staff at multiple locations; *and all knowledge, skills and abilities required at the lower levels [of the series].*

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

**Ability to:** develop a coordinated approach to planning, research, and evaluation for clinical programs Division-wide.

### CLINICAL PROGRAM PLANNER II

EDUCATION AND EXPERIENCE: [A] Master's degree from an accredited college or university in a social science *or health-related* field, which ~~[shall have]~~ included clinical intervention coursework, and three years of *professional* experience in a mental health or ~~[mental retardation]~~ **intellectual disability** service delivery setting ~~[which included supervised clinical hours and work]~~ **including work as a clinician and in program evaluation and/or program planning; OR** an equivalent combination of ~~[education and experience]~~ **experience and education above the master's degree level.**

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

**Detailed knowledge of:** *components of strategic planning; social science research design and methodology, including relevant statistical analysis procedures; current issues regarding quality assurance and program evaluation of clinical service delivery systems; use of automated information systems for data analysis.*

**Working knowledge of:** principles and practices of personnel supervision ~~[- components of strategic planning].~~

**Ability to:** integrate program evaluation and program planning functions; design and conduct social science research projects; *and all knowledge, skills and abilities required at the lower level [of this series].*

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

**Ability to:** supervise planning and evaluation functions over multiple programs statewide; participate in Division-wide resource allocation decisions.

|                              |    |   |        |
|------------------------------|----|---|--------|
| CLINICAL PROGRAM PLANNER III | 42 | A | 10.125 |
| CLINICAL PROGRAM PLANNER II  | 40 | B | 10.128 |
| CLINICAL PROGRAM PLANNER I   | 38 | B | 10.129 |

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### MINIMUM QUALIFICATIONS (cont'd)

#### CLINICAL PROGRAM PLANNER I

EDUCATION AND EXPERIENCE: [A] Master's degree from an accredited college or university in a social science *or health-related* field, which ~~[shall have]~~ included ~~[some]~~ clinical intervention coursework, and ~~[one]~~ *two* years of ~~[supervised]~~ *professional* experience *as a clinician* in a mental health or ~~[mental retardation]~~ *intellectual disability* service delivery setting ~~[which included supervised clinical hours; OR an equivalent combination of education and experience]~~.

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

**Working knowledge of:** social science research design and methodology, including relevant statistical analysis procedures; current issues regarding quality assurance and program evaluation of clinical service delivery systems; national standards of client care; utilization review principles; current mental health, ~~[mental retardation]~~ *intellectual disability*, and/or child development treatment modalities; current diagnostic classification systems; application and interpretation of standard psychometric tests; use of automated information systems for data analysis. **Ability to:** supervise assigned staff; communicate effectively with program staff and contractors to gain compliance with reporting and funding requirements; provide constructive program evaluation feedback; oversee contractor selection procedures and contract administration; make oral presentations; write effective correspondence, grant proposals, and technical reports; analyze budget requests and reports; monitor expenditures against approved budgets; review clinical case records for appropriateness of clinical services provided and compliance with policies and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Working knowledge of:** computer hardware and software applicable to assigned duties. **Ability to:** translate desired service delivery outcomes into valid program evaluation measures that are understood and accepted by program staff; design professional quality consumer satisfaction surveys and other data collection instruments; analyze problems in administrative and service delivery systems and propose feasible alternatives.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

|              | <u>10.125</u> | <u>10.128</u> | <u>10.129</u> |
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|              |               |               |               |
| ESTABLISHED: | 7/1/97P       | 7/1/97P       | 7/1/97P       |
|              | 9/19/96PC     | 9/19/96PC     | 9/19/96PC     |
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