



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://dop.nv.gov>

MEMO PERD #17/13

May 7, 2013

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

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 no later than June 10, 2013.

If no written objections are received in this office by June 10, 2013, 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: 12-13
Posting Expires: June 10, 2013

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

CURRENT			PROPOSED		
CODE	TITLE	GRADE/ EEO-4	CODE	TITLE	GRADE/ EEO-4
10.520	Chief, Bureau of Services For Child Care	38 A	10.520	Child Care Facilities Surveyor Manager	37 B
10.517	Child Care Facilities Surveyor Supervisor	35 B	10.517	Child Care Facilities Surveyor Supervisor	35 B
10.519	Child Care Facilities Surveyor	33 B	10.519	Child Care Facilities Surveyor	33 B
10.523	Child Care Facilities Surveyor Trainee	31 B	10.523	Child Care Facilities Surveyor Trainee	31 B

EXPLANATION OF CHANGE

As requested by the Health Division in the Department of Health & Human Services, the Division of Human Resource Management recommends revisions to the Chief, Bureau of Services for Child Care. The class title was changed to Child Care Facilities Surveyor Manager to better reflect the nature of work performed, and also placed on the Child Care Facilities Surveyor class specification. The class concepts and minimum qualifications were revised to align with the new organizational structure of the agency, identify the removal of overall Bureau of Services for Child Care responsibilities, to clarify the duties of the position which include removal of licensing responsibilities for foster care, and to articulate the education and experience required.

Positions in this series conduct independent surveys of child care facilities, child welfare emergency shelters, educational facilities, and facilities serving emotionally disturbed children, to determine compliance with State licensing regulations and to make licensure recommendations.

Incumbents in the Child Care Facilities Surveyor Manager class plan, organize, and implement statewide day care licensing services. Incumbents may draft legislation and develop rules and regulations; solicit and respond to public comments; develop and monitor budgets; prepare and apply for federal, State or private grants; develop statistical reports; prepare and conduct child care licensing hearings; direct on-site inspections for compliance with established regulations and the issuance of licenses; investigate complaints of regulation violations and non-compliance by conducting on-site inspections; prepare and organize meetings; maintain comprehensive records and reporting systems for licensed and unlicensed care; and directly supervise Child Care Facilities Surveyor Supervisors. This is the managerial level in the series.

It is recommended that the Child Care Facilities Surveyor Manager class be established at grade 37 to align two grades above the supervisor level to recognize the responsibility for supervision of professional staff and preparation of policies, procedures, regulations, reports and other materials at the managerial level.

Management at the Health Division participated in this study and support this recommendation.

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 June 10, 2013. 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: May 7, 2013



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHILD CARE FACILITIES SURVEYOR MANAGER	37	B	10.520
CHILD CARE FACILITIES SURVEYOR SUPERVISOR	35	B	10.517
CHILD CARE FACILITIES SURVEYOR	33	B	10.519
CHILD CARE FACILITIES SURVEYOR TRAINEE	31	B	10.523

SERIES CONCEPT

Child Care Facilities Surveyors conduct independent surveys of child care facilities, child welfare emergency shelters, educational facilities, and facilities serving emotionally disturbed children, to determine compliance with State licensing regulations (NRS 432A) and to make licensure recommendations.

Complete surveys by studying the facility file, assembling correct forms and observing both inside facility and outside playground; note deficiencies in areas such as fire, health, facility space, advertising, immunization records, staff qualifications and training records, menu, food preparation, nutrition, fire drill records, staff/child ratios, safety factors including toys and outdoor equipment, transportation, discipline, etc; complete and submit survey forms to the facility director and supervisor which note facility deficiencies and recommendations of actions to be taken including a compliance schedule; conduct follow-up surveys to ensure deficiencies have been corrected.

Evaluate the curriculum and instruction provided to children in the facilities by reviewing curriculum format and instructional methods and by observing all the classrooms in the facility in order to determine [~~eligibility and~~] compliance.

Investigate complaints concerning licensed and unlicensed facilities from citizens and public agencies to ensure compliance with state licensing regulations; conduct on-site survey of the facility; discuss the complaint with the facility in question, evaluate evidence and if necessary develop a compliance plan; send the facility the licensing requirements when needed and if necessary send a cease and desist letter; conduct a follow-up survey of the facility if out of compliance; determine if coordination with law enforcement and other agencies is necessary; complete investigations independently and consult with supervisor if unusual problems are encountered.

Provide consultation to facility operators by conducting **training** [~~seminars and workshops~~]; prepare and disseminate printed information and/or [~~video tapes~~] **presentation software, such as Microsoft PowerPoint**, to orient new facility operators regarding licensing regulations and/or keep facilities aware of changing licensing regulations, policies and updated child care methods; interpret current regulations, suggest alternative curriculum methods, and refer facility to another agency, if appropriate.

Provide information and referral to potential licensees, other agencies, and the general public on regulations and licensing procedures both orally and in written form.

Assist in revising regulations, policies, and procedures in an effort to facilitate [~~bureau and facility~~] service by reviewing regulation changes, policies and procedures.

Prepare licenses and maintain child care facility listings and files in support of the licensing process; review license applications for accuracy and if necessary correspond with facilities for additional information; verify accuracy of accompanying forms, letters of recommendation and enforcement checks; complete a licensing checklist, facility file and license; update monthly the child care facility listing; prepare facility files for supervisor review and licenses for supervisor signature; consult with the supervisor when unusual processing problems occur.

Perform related duties as assigned.

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CLASS CONCEPTS

Child Care Facilities Surveyor Manager: *Under general direction, incumbents plan, organize, and implement statewide day care licensing services. Incumbents may draft legislation and develop rules and regulations; solicit and respond to public comments; develop and monitor budgets; prepare and apply for federal, State or private grants; develop statistical reports; prepare and conduct child care licensing hearings; direct on-site inspections for compliance with established regulations and the issuance of licenses; investigate complaints of regulation violations and non-compliance by conducting on-site inspections; prepare and organize meetings; maintain comprehensive records and reporting systems for licensed and unlicensed care; and directly supervise Child Care Facilities Surveyor Supervisors. This is the managerial level in the series.*

Child Care Facilities Surveyor Supervisor: Under limited supervision, incumbents perform the duties described in the series concept and train, supervise, and evaluate the performance of three or more Child Care Facilities Surveyors. Incumbents address issues that have been escalated by subordinates and surveyed facilities; review and interpret laws, regulations, policies and procedures; prepare summary or detailed reports of surveys and actions taken by subordinates; and participate in the development of laws, regulations, policies and procedures as required. Incumbents may conduct surveys of child care facilities as needed; however, the focus of positions at this level is supervision and oversight.

Child Care Facilities Surveyor: Under general supervision, incumbents perform the duties described in the series concept including regulating and monitoring child care facilities in accordance with NRS 432A, providing child care consultation and training to child care facility operators, and investigating complaints concerning licensed and unlicensed facilities from citizens and public agencies. This is the journey level in the series.

Child Care Facilities Surveyor Trainee: Under close supervision, incumbents receive training in performing duties outlined in the series concept. This is the trainee level in the series and provides for progression to the next level upon meeting minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver’s license is required at the time of appointment and as a condition of continuing employment.

CHILD CARE FACILITIES SURVEYOR MANAGER

EDUCATION AND EXPERIENCE: *Bachelor’s degree from an accredited college or university in early childhood development, education, social work, or closely related field and three years of professional experience providing developmental or educational services to children in an early childhood program which must have included program administration responsibilities, one year of which must have been at the supervisory level; OR Bachelor’s degree from an accredited college or university in early childhood development, education, social work, or closely related field and three years of professional experience evaluating child development or early childhood education programs, one year of which must have been at the supervisory level; OR an equivalent combination of education and experience; OR one year of experience as a Child Care Facilities Surveyor Supervisor in State service. (See Special Requirement)*

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MINIMUM QUALIFICATIONS (cont'd)

CHILD CARE FACILITIES SURVEYOR MANAGER (cont'd)

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

Knowledge of: *early childhood teaching techniques and programs, resources and materials for early childhood educational programs; child and adolescent growth and development; the behavioral characteristics of the population which each facility serves; general mathematics; common office and record keeping practices and procedures; the operation of a residential, institutional or partial care facility. Ability to: investigate and enforce laws, regulations, policies and procedures; analyze situations and complex data and arrive at accurate or logical conclusions; prepare a variety of written reports, including grants and to make oral presentations; organize and reprioritize work; maintain a working relationship and provide public relations to federal, state, county and city entities.*

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

Knowledge of: *Nevada Revised Statutes and applicable federal laws and local ordinances as they relate to child care services; Nevada budgeting and accounts maintenance systems and processes; proper investigative techniques and processes; the principles and practices of supervision. Ability to: research, survey, develop and implement new and revised statutes, rules, regulations and policies; provide consultative services to various public and/or private entities in matters that are most sensitive and of statewide significance; identify and secure needed state funding and federal grants to finance the needs of the program and to expend such in the most efficient manner; establish and maintain an accurate and responsive licensing program for all child day care facilities under the jurisdiction of the program; educate and disseminate all pertinent regulatory and educational information to all child day care providers and interested parties; direct, evaluate and train subordinate staff; initiate corrective action plans for child care licensees.*

CHILD CARE FACILITIES SURVEYOR SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in early childhood development, education, social work, or closely related field and two years of professional experience providing developmental or educational services to children in an early childhood program which must have included program administration responsibilities, one year of which must have been at the journey level; **OR** Bachelor's degree from an accredited college or university in early childhood development, education, social work, or closely related field and two years of professional experience evaluating child development or early childhood education programs, one year of which must have been at the journey level; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Child Care Facilities Surveyor in State service. (*See Special Requirement*)

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

Working knowledge of: *child growth and development processes and early childhood programs and institutional care; health and safety standards such as food patterns, children's nutrition, fire and life safety requirements, and infectious disease control methods; the organization, management, and administration of child care facilities; the techniques used to evaluate curriculum and educational programs utilized in child care facilities; and all knowledge, skills, and abilities required at the lower levels.*

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

Detailed knowledge of: *health and safety standards such as food patterns, children's nutrition, fire and life safety requirements, and infectious disease control methods. Working knowledge of:* federal, State, and local laws as applied to properly inspecting and licensing child care facilities; State and agency policies and procedures on handling disciplinary issues and completing performance evaluations; State and community resources for provider training, subsidies, and licensing; the principles, practices, techniques, and trends in

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MINIMUM QUALIFICATIONS (cont'd)

CHILD CARE FACILITIES SURVEYOR SUPERVISOR (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (cont'd)

children's services and programs. **Ability to:** train subordinates regarding licensing requirements and facility evaluations.

CHILD CARE FACILITIES SURVEYOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in early childhood development, education, social work, or closely related field and one year of professional experience providing developmental or educational services to children in an early childhood program which must have included program administration responsibilities; **OR** Bachelor's degree from an accredited college or university in early childhood development, education, social work, or closely related field and one year of professional experience evaluating child development or early childhood education programs; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Child Care Facilities Surveyor Trainee in Nevada State service. (*See Special Requirement*)

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

Working knowledge of: the techniques used to evaluate curriculum and educational programs utilized in child care facilities. **Ability to:** independently evaluate facility programs; interpret and apply departmental rules, regulations, procedures, and standards for appropriate child care licensing and regulating; interview effectively to evaluate the status and needs of the facility; locate, process, evaluate, and analyze information; produce accurate, well organized documentation of observations and facts obtained during inspections; *and all knowledge, skills, and abilities required at the lower level.*

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

Working knowledge of: federal, State, and local laws as applied to properly inspecting and licensing child care facilities; State and community resources for provider training, subsidies, and licensing; the organization, management, and administration of child care facilities; the principles, practices, techniques, and trends in children's services and programs. **Ability to:** assist in the development of child care standards, including licensing rules and regulations; evaluate the programs and services of children's agencies and facilities; prepare investigation reports, make recommendations, and issue decisions concerning licensing; work independently and follow through on assignments with limited supervision.

CHILD CARE FACILITIES SURVEYOR TRAINEE

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in early childhood development, education, social work, or closely related field and one year of paraprofessional experience providing developmental or educational services to children in an early childhood program which must have included *assisting in* program administration responsibilities; **OR** Bachelor's degree from an accredited college or university in early childhood development, education, social work, or closely related field and one year of paraprofessional experience evaluating child development or early childhood education programs; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

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

General knowledge of: child growth and development processes and early childhood programs and institutional care; health and safety standards such as food patterns, children's nutrition, fire and life safety requirements, and infectious disease control methods. **Ability to:** assess the safety and cleanliness of child care facilities; analyze situations, and take appropriate actions; communicate effectively, both in oral and

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MINIMUM QUALIFICATIONS (cont'd)

CHILD CARE FACILITIES SURVEYOR TRAINEE (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (cont'd)

written form; organize materials and information in a systematic way to optimize efficiency; set priorities which accurately reflect the relative importance of job responsibilities.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Child Care Facilities Surveyor.)

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.

ESTABLISHED:	<u>10.520</u>	<u>10.517</u> 10/6/09UC	<u>10.519</u> 9/27/84	<u>10.523</u> 5/1/89R 12/14/89PC
REVISED:			7/1/87-12P 1/30/87PC	
REVISED:			5/1/89R 12/14/89PC	
REVISED:			7/1/97P 9/19/96PC	7/1/97P 9/19/96PC
REVISED:			10/6/09UC	10/6/09UC
REVISED:	6/10/13UC	6/10/13UC	6/10/13UC	6/10/13UC



STATE OF NEVADA
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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
[CHIEF, BUREAU OF SERVICES FOR CHILD CARE]	[38	A-	10.520]

~~[The Chief, Bureau of Services of Child Care works under limited administrative direction, and has statewide responsibility for directing, planning and implementing day care and foster care licensing services for children in Nevada as provided by NRS 432A, established to provide safe and adequate day care and foster care for children outside their own homes.]~~

~~[Review proposed child care and foster care regulations with city/county and licensing agents for compliance; provide technical assistance and consultation with political subdivisions, private entities and individuals as to health, fire, welfare, education, training requirements for affected child care and foster care facilities; direct on-site inspections for compliance with established regulations and the issuance of licenses to those facilities meeting established regulations; investigate complaints of regulation violations and non-compliance by conducting on-site inspections; secure, develop and may present training to various entities on issues relating to child care and foster care; prepare, monitor and administer bureau budget; submit budget, based upon past history of planned goals and objectives to administrator, and legislative finance committees for approval; prepare and apply for various federal, state or private grants by reviewing available money sources; establish systems to monitor grant expenditures; develop statistical reports and stated objectives in compliance with each grant; prepare and conduct foster care and child care licensing hearings.]~~

~~[Prepare and organize State Board for Child Care meetings; implement new, revised or abolished child care regulations; conduct research for regulation development by surveying other state regulations, conducting self initiated surveys, consulting with institutions of higher learning or by creating committees; draft and formulate new or revised regulations in accordance with the Nevada Administrative Code; inform all affected facilities of proposed regulation changes and act as Secretary to the Board of Child Care; notify all facilities and licensing agencies of regulation changes passed by the Board; prepare and distribute all minutes to interested parties, board members and licensing agents; maintain current listing of child care facilities and mailing list of interested parties.]~~

~~[Create and maintain comprehensive records and reporting systems for licensed and unlicensed care that includes such information as name, location, licensing status, training offered, deficiencies, costs and inspections.]~~

~~[Supervise and train office staff in office support functions such as accounts maintenance, and record keeping; supervise Child Care Development Surveyors and Social Worker II's in the inspection, investigation, licensing, statutes, regulations, policies and procedures of the Bureau; appoint, terminate and evaluate bureau staff; assess and provide training to staff according to need.]~~

~~[Perform related duties as assigned.]~~

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: [~~Bachelor's degree from accredited college or university in education, social work, early child development, or closely related field plus two years of professional experience in a program related to services for children; **OR** two years of professional experience as a Child Care Development Surveyor II with the State of Nevada; **OR** an equivalent combination of education and experience.~~]

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

~~[**Knowledge of:** early childhood teaching techniques and programs, resources and materials for early childhood educational programs; child and adolescent growth and development; the behavioral characteristics of the population which each facility serves; general mathematics; common office and record keeping practices and procedures; the operation of a residential, institutional or partial care facility; social work practices. **Ability to:** investigate and enforce laws, regulations, policies and procedures; analyze situations and complex data and arrive at accurate or logical conclusions; prepare a variety of written reports, including grants and to make oral presentations; organize and reprioritize work for the bureau; maintain a working relationship and provide public relations to federal, state, county and city entities.]~~

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

~~[**Knowledge of:** Nevada Revised Statutes and applicable federal laws and local ordinances as they relate to child care services; Nevada budgeting and accounts maintenance systems and processes; proper investigative techniques and processes; the principles and practices of supervision. **Ability to:** research, survey, develop and implement new and revised statutes, rules, regulations and policies; provide consultive services to various public and/or private entities in matters that are most sensitive and of statewide significance; identify and secure needed state funding and federal grants to finance the needs of the bureau and to expend such in the most efficient manner; establish and maintain an accurate and responsive licensing program for all child day care and foster care facilities under the jurisdiction of the bureau; educate and disseminate all pertinent regulatory and educational information to all child day care and foster care providers and interested parties; direct, evaluate and train subordinate staff; initiate corrective action plans for foster care and child care licensees.]~~

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.

10.520

ESTABLISHED: 7/1/87R
11/13/87PC
REVISED: 7/1/97P
9/19/96PC