



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
209 E. Musser Street, Room 101 | Carson City, Nevada 89701  
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**MEMO PERD #31/13**

July 1, 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

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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 July 31, 2013.

If no written objections are received in this office by July 31, 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: 02-14  
Posting Expires: July 31, 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	Child Care Facilities Surveyor Manager	37 B	10.520	Child Care Facilities Surveyor Manager	38 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 Department of Health & Human Services, Human Resource Management recommends revisions to the Child Care Facilities Surveyor Manager class. The class specification series was revised earlier this month. During the initial study, the Manager position was re-titled from Bureau Chief, the grade was lowered from 38 to 37, and the class concepts and minimum qualifications were revised to align with the new organizational structure of the agency. The Department requests additional changes to reflect the references to 'day' care be replaced with 'child' care in the class concepts and minimum qualifications; and restoration of the grade to 38 based upon receipt of additional information relating to the requirements of the position. Therefore, it is determined the Child Care Facilities Surveyor Manager class maintain the original grade 38.

The Child Care Facilities Surveyor Manager classification aligns with the Health Facilities Inspection Manager and the Health Resource Analyst III classes. These classes are comparable based upon the complexity of work; level of independence; authority to take action; and managerial knowledge, skills, and abilities 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 classification: plan, organize, and implement statewide child care licensing services and directly supervise Child Care Facilities Surveyor Supervisors. This is the managerial level in the series.

Management at the Health Division supports these recommendations.

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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 July 31, 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: July 1, 2013**

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**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>CHILD CARE FACILITIES SURVEYOR MANAGER</b>	<b>38</b>	<b>B</b>	<b>10.520</b>
<b>CHILD CARE FACILITIES SURVEYOR SUPERVISOR</b>	<b>35</b>	<b>B</b>	<b>10.517</b>
<b>CHILD CARE FACILITIES SURVEYOR</b>	<b>33</b>	<b>B</b>	<b>10.519</b>
<b>CHILD CARE FACILITIES SURVEYOR TRAINEE</b>	<b>31</b>	<b>B</b>	<b>10.523</b>

**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 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; prepare and disseminate printed information and/or 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 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.

<b>CHILD CARE FACILITIES SURVEYOR MANAGER</b>	<b>38</b>	<b>B</b>	<b>10.520</b>
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**CLASS CONCEPTS**

**Child Care Facilities Surveyor Manager:** Under general direction, incumbents plan, organize, and implement statewide [day] *child* 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.

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**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):

**Working 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; *and all knowledge, skills, and abilities required at the lower levels.*

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

**Working Knowledge of:** 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.*

<b>CHILD CARE FACILITIES SURVEYOR MANAGER</b>	<b>38</b>	<b>B</b>	<b>10.520</b>
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### MINIMUM QUALIFICATIONS (cont'd)

#### CHILD CARE FACILITIES SURVEYOR SUPERVISOR (cont'd)

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 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*)

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**MINIMUM QUALIFICATIONS (cont'd)**

**CHILD CARE FACILITIES SURVEYOR TRAINEE (cont'd)**

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 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
<b>REVISED:</b>	<b>7/31/13UC</b>			