



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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MEMORANDUM
HR#41-15

August 12, 2015

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 September 14, 2015.

If no written objections are received in this office by September 14, 2015, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

LE/tp

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #2-16
Posting Expires: September 14, 2015

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	EE0-4
	<i>New</i>			<i>11.299</i>	<i>Polygraph Examiner (Non-commissioned)</i>	<i>35</i>	<i>B</i>

Basis for Recommendation

As a result of an NPD-19 request from the Department of Public Safety, Division of Parole and Probation, and in conjunction with Subject Matter Experts (SMEs) from the agency, Human Resource Management recommends establishing a Polygraph Examiner (Civilian) position to conduct polygraph tests on convicted sex offenders as required by the Nevada Revised Statutes (NRS) 176.139, and polygraph pre-employment tests on sworn staff candidates as required by Nevada Administrative Code (NAC) 289.110 (NRS 289.510). Currently the Division is actively supervising 1,545 sex offenders living in Nevada who are required to submit to polygraph examinations referred to as “maintenance polygraphs”.

Under general direction, Polygraph Examiners conduct polygraph examinations of parolees, probationers, and lifetime supervision offenders in criminal cases and/or applicants for employment, as requested by State and local law enforcement agencies and other agencies within the State. They review case information and/or meet with investigative personnel to identify issues to be covered in the examination process; explain examination procedures to examinee, including information concerning legal rights; obtain signature on consent forms according to established policies; ask general questions of examinee regarding physiological conditions, medications and other health factors to determine fitness for examination and/or impact on examination results. In addition, incumbents conduct preliminary interview and record information; conduct pre-employment polygraph examinations; conduct polygraph examinations designed to disclose information regarding current offenses, sexual history, or conditions of the examinee’s parole, probation and/or lifetime supervision including any amendments or special conditions; conduct polygraph examination asking questions to determine truth or deception using polygraph instruments; advise examinee of results; write report of findings to finalize examination results and distribute to requesting entity; calibrate polygraph instruments to ensure accurate test results; and provide expert testimony in court and at hearings concerning the validity of information provided by suspects, witnesses and others involved in criminal proceedings.

Human Resource Management recommends that the Polygraph Examiner be allocated at grade 35, and placed in the Regulatory & Public Safety Occupational Group, Law Enforcement Support Services Subgroup. During this review, Human Resource Management worked closely with staff from the Division of Parole and Probation who assisted in developing, and supports, the new class specification.

Note: Changes, additions and/or deletions on the class specification are noted in red.

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) 684-0130.

Objections to the proposed change(s) must be received in writing by September 14, 2015. 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 12, 2015



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>
<i>POLYGRAPH EXAMINER (NON-COMMISSIONED)</i>	35	B	11.299

Under general direction, Polygraph Examiners conduct polygraph examinations of parolees, probationers, and lifetime supervision offenders in criminal cases and/or applicants for employment, as requested by State and local law enforcement agencies and other agencies within the State.

Review case information and/or meet with investigative personnel to identify issues to be covered in the examination process; determine appropriate polygraph technique to be used and write preliminary questions using case information.

Explain examination procedures to examinee, including information concerning legal rights; obtain signature on consent forms according to established policies.

Ask general questions of examinee regarding physiological conditions, medications and other health factors to determine fitness for examination and/or impact on examination results.

Conduct preliminary interview and record information; formalize and review questions with examinee and modify as necessary.

Conduct pre-employment polygraph examinations; review applicant information and/or meet with the hiring authority to identify issues to be covered in the examination process; determine appropriate polygraph technique to be used and write preliminary questions using applicant information.

Conduct polygraph examinations designed to disclose information regarding current offenses, sexual history, or conditions of the examinee's parole, probation and/or lifetime supervision including any amendments or special conditions.

Conduct polygraph examination asking questions to determine truth or deception using polygraph instruments; ask probing questions based on verbal and/or physical responses from examinee and/or testing instruments; score polygraph examination and determine results.

Advise examinee of results; when results indicate a deceptive response, interview examinee for further clarification.

Write report of findings to finalize examination results and distribute to requesting entity.

Calibrate polygraph instruments to ensure accurate test results; operate and maintain sound and video recording equipment.

Provide expert testimony in court and at hearings concerning the validity of information provided by suspects, witnesses and others involved in criminal proceedings.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * *Candidates must successfully pass a background investigation prior to consideration for appointment.*

INFORMATIONAL NOTE:

- * *Candidates must qualify for, and successfully complete, the polygraph examiner licensure within six months of appointment.*

EDUCATION AND EXPERIENCE: *Associate's degree from an accredited college or university with major coursework in criminal justice, psychology, sociology, social work, public or business administration or related field, and two years of professional experience in a law enforcement, social or behavioral services environment. The experience must have included conducting pre-employment screening and/or offender interviews to elicit responses pertaining to background history, writing comprehensive reports, managing a caseload and providing courtroom testimony; OR graduation from high school and three years of professional experience as described above; OR current licensure as a Polygraph Examiner; OR a combination of education and experience. (See Special Requirement and Informational Note)*

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

Working knowledge of: caseload management techniques; methods and techniques of interviewing; legal rights of citizens; and court procedures. General knowledge of: criminal and case State laws applicable to criminal investigations; professional courtroom demeanor and etiquette. Ability to: maintain cooperative and effective working relationships with law enforcement agencies, government officials, the judicial system, and the general public; conduct interviews; independently conduct polygraph examinations; recognize emergency or dangerous situations and inform law enforcement personnel; gain the confidence of others; write concise, logical comprehensive reports; read and interpret statutes and agency policies and procedures; testify in court.

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

Detailed knowledge of: appropriate use, operation, calibration and care of polygraph equipment; State and federal criminal cases applicable to conducting interviews and polygraph examinations. Working knowledge of: State and federal laws, agency policies and procedures; principles, practices and procedures of conducting polygraph examinations; pharmacology and physiology as related to polygraph examinations. Ability to: maintain current knowledge of computerized polygraph equipment and techniques; transcribe from a tape; read and interpret court orders, legal documents, complaints and judgments; orally present findings in a clear, concise manner before management, State officials and the judicial system; discuss and explain agency policies and procedures to persons of various backgrounds.

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.

ESTABLISHED: 6/24/15R
 9/14/15UC